



The Electrical Board of
Missouri & Illinois
Electrical Expo

March 1-2, 2011

St. Charles Convention Center
Saint Charles, Missouri

Exhibitor Service Kit

Exhibitor Show Information

Electrical Expo
St. Charles Convention Center
Saint Charles, Missouri
March 1 -2, 2011

Advance Order Deadline
Monday, February 14, 2011

All orders MUST have a credit card authorization form on file.

Booth Equipment:

Each Booth will be provided with 8' high back wall drape, 3' side dividers and a booth identification sign showing the company name.

Note: The exhibit area is NOT carpeted

Aisle Carpet: Green

Show Colors: Green, Gold & Black

Advance Deadlines:

In order to receive advance prices, we must receive your order, along with a form of payment by **Monday, February 14, 2011**. If you are shipping to the advance receiving warehouse, your freight must be received by **Monday, February 21, 2011**, in order to avoid surcharges.

Installation:

Exhibitors may begin setting up their booths on:

Tuesday March 1, 2011 8:00AM – 11:00AM

All crates and empty boxes MUST be off of the show floor by the close of installation.

Show Hours:

Tuesday March 1, 2011 2:00PM – 8:00PM
Wednesday March 2, 2011 11:00AM – 7:00PM

Dismantling:

Exhibitors must dismantle their booths on:

Wednesday March 2, 2011 7:00PM – 9:00PM
Thursday March 3, 2011 8:00AM – 10:00AM

***All freight carriers must check in at the Paramount Convention Services service desk by 9:00AM on Thursday, March 3, 2011 or your freight will be re-consigned onto the show carrier, ABF.**

***PCS will begin returning empty containers as soon as the aisle carpet is removed from the exhibit floor.**

Shipping:

Advance Shipments to Warehouse	Name of Exhibiting Company and Booth # c/o Paramount Convention Services ABF 8630 N. Hall Street St. Louis, MO 63147 For: Electrical Expo	Advance Receiving Deadline Monday, February 21, 2011
--------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------

Direct Shipments to show site	Name of Exhibiting Company and Booth # c/o Paramount Convention Services St. Charles Convention Center 1 Convention Center Plaza St. Charles, MO 63303 For: Electrical Expo	Shipments will be accepted during exhibitor installation times ONLY! (listed above)
-------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------

Please feel free to contact your show coordinator, Leigh Everett, at (314) 621-6677 or leverett@paramountcs.com with any questions or concerns!



5015 Fyler Ave.
St. Louis, MO 63139

(314) 621-6677 phone
(314) 621-6416 fax
www.paramountcs.com

REMINDER:
In order to secure advance rates, all necessary forms must be received by the advance order deadline date.

Paramount Convention Services
Exhibitor Show Information



Key Contact List and Advance Order Deadlines

<u>Category</u>	<u>Company/Phone #/Contact Name</u>	<u>Advance Order Date</u>
Association	The Electrical Board of Missouri & Illinois 636-305-6434 – Bill Regan or Annie Regan	
Furniture	Paramount Convention Services 314-621-6677 – Leigh Everett leverett@paramountcs.com	February 14, 2011
Carpet	Paramount Convention Services 314-621-6677 – Leigh Everett leverett@paramountcs.com	February 14, 2011
Floral	Paramount Convention Services 314-621-6677 – Leigh Everett leverett@paramountcs.com	February 14, 2011
Electric	St. Charles Convention Center 636-896-1801 exhibitorsvs@stcharlesconventioncenter.com	February 15, 2011
Phones/Internet	St. Charles Convention Center 636-896-1801 exhibitorsvs@stcharlesconventioncenter.com	February 15, 2011
Booth Cleaning	St. Charles Convention Center 636-896-1801 exhibitorsvs@stcharlesconventioncenter.com	February 15, 2011

Credit Card Authorization / Payment Policies

Electrical Expo
 St. Charles Convention Center
 Saint Charles, Missouri
 March 1 -2 , 2011

Advance Order Deadline
 Monday, February 14, 2011

All orders MUST have a credit card authorization form on file.



5015 Fyler Ave.
 St. Louis, MO 63139

(314) 621-6677 phone
 (314) 621-6416 fax

www.paramountcs.com

Company Name : _____ Booth # _____

Phone: _____ Fax: _____ E-mail: _____

Address: _____ City, State, Zip _____

By: _____ Name : _____ Date: _____
 (Signature) (Please Print)

Payment Policy

1. A Credit Card Authorization form MUST be included with all advance and show site orders. Orders WILL NOT be processed without the Credit Card Authorization form filled out and returned to Paramount Convention Services, Inc. with the requested services.
2. Any additional costs incurred for orders or services placed at show site, including labor and or material handling will be charged to your credit card account. If paying in advance or at show site by check, the credit card authorization must still accompany the payment.
3. Advance rates apply only to orders received with a completed credit card authorization form prior to the advance order deadline, stated on each order form. **NO EXCEPTIONS!**
4. The exhibiting firm is ultimately responsible for payment of all costs incurred on its behalf.
5. If shipping materials to show site or the advance warehouse and other services are not required, Paramount Convention Services, Inc. must receive the Credit Card Authorization form completely filled out. Paramount Convention Services reserves the right to hold any materials shipped in/out without a credit card on file.
6. Purchase orders are not an acceptable form of payment.
7. All claims or discrepancies must be settled at the Paramount service desk prior to show closing.
8. If for any reason the submitted credit card or check is declined or returned, a \$25.00 processing fee will be added to the invoice.
9. If you are tax exempt in the state which you are exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Paramount Convention Services must receive your certificate by the advance order deadline printed on the order forms, otherwise tax will appear on your invoice. If you fail to submit your Sales Tax Exemption Certificate by the Advance Order Deadline, you will be subject to a crediting fee for removing any applied tax.
10. Cancellation policy: Items or services cancelled less than 48 hours prior to first day of move in will be charged 50% of original price and 100% of original price after delivery unless otherwise stated on the order form.

If you have any questions regarding our payment policy, please call Paramount Convention Services at (314) 621-6677 or visit our Service Desk at show site.

Please complete the information and return payment in full with this form and your orders. We require 100% pre-payment of advance orders. Any orders or services placed at show site must be paid at the show or an appropriate form of payment must be on file. Payments may be made by check, drawn on U.S. Funds Account, Travelers Check, Cashier's Check, Discover, MasterCard, American Express, or Visa credit cards.

You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.

For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by you or your representative or services rendered to your company for this event.

Credit Card Authorization

MasterCard Visa Discover American Express

Expiration Date: _____

CC # _____

CVV #: _____

[THIS NUMBER IS REQUIRED TO PROCESS YOUR CARD.

The CVV (Card Verification Value) is an important security feature for credit card transactions. A three-digit number generally on the back of MasterCard, Visa and Discover; a four-digit number on the front of American Express.]

Cardholders Signature: _____

Cardholders Name: _____

Cardholders Billing Address: _____

City, State, Zip: _____

Order Summary:

<u>Furniture Rental</u>	\$ _____
<u>Carpet Rental</u>	\$ _____
<u>Custom Furniture</u>	\$ _____
<u>Rental Unit</u>	\$ _____
<u>Accessories</u>	\$ _____
<u>Priority / Accessible Storage</u>	\$ _____
<u>Material Handling</u>	\$ _____
<u>Exhibit Labor</u>	\$ _____
<u>Sign Service</u>	\$ _____
<u>Floral Service</u>	\$ _____

Total Estimated Advance Order \$ _____

This will authorize Paramount Convention Services to charge the amount of your advance/floor orders, material handling charges, and any additional amounts incurred as a result of show site orders placed by you or your representative, to your credit card account. I agree in placing this order that I have accepted Paramount Convention Services, Inc. terms and conditions, including Paramount Convention Services payment policy, and "Limits of Liability and Responsibility".

X _____
 Cardholder Signature

REMINDER:
 In order to secure advance rates, all necessary forms must be received by the advance order deadline date.

Paramount Convention Services
Credit Card Authorization / Payment Policies

Furniture Rental Order Form

Electrical Expo
 St. Charles Convention Center
 Saint Charles, Missouri
 March 1 -2, 2011

Advance Order Deadline
 Monday, February 14, 2011

All orders MUST have a credit card authorization form on file.



5015 Fyler Avenue
 St. Louis, MO 63139

(314) 621-6677 phone
 (314) 621-6416 fax
www.paramountcs.com

Quality Rental Furnishings

Code	QTY	Description	Advance Rates	Floor Rates
(110)	_____	Gray Upholstered Arm Chair	\$48.00	\$62.25
(120)	_____	Gray Upholstered High Stool	\$54.25	\$70.50
(130)	_____	Gray Upholstered Padded Side Chair	\$37.50	\$48.75
(150)	_____	Black High Back Executive Chair on Casters	\$83.25	\$104.00
(160)	_____	Black Secretarial Chair on Casters	\$41.75	\$50.00

Miscellaneous Equipment

Code	QTY	Description	Advance Rates	Floor Rates
(1999)	_____	Wastebasket	\$12.50	\$16.25
(010)	_____	Tripod Easel	\$15.75	\$21.00
(020)	_____	Bag Holder	\$60.50	\$78.50
(030)	_____	Literature Rack (5 pocket)	\$81.75	\$99.00
(036)	_____	Stanchion	\$11.50	\$14.75
(060)	_____	22x28 Sign Holder	\$41.75	\$54.25

4th Side Drape

(1500)	_____	4 th Side Drape- 30" Tall	\$26.00	\$36.50
(1510)	_____	4 th Side Drape 42" Tall	\$30.00	\$36.50

CIRCLE COLOR

Red Teal White Black Gold Blue Burgundy Gray Hunter Green Purple Navy Blue
 (2) (3) (4) (5) (6) (7) (8) (9) (0) (1) (x)

Special Drape

(Drape other than that supplied with booth space is additional in cost.)

Code	QTY	Description	Advance Rates	Floor Rates
(1100)	_____	8' H Background per ft	\$10.50	\$13.50
(1000)	_____	3' H Side Rails per ft	\$5.25	\$7.25

CIRCLE COLOR

Red Teal White Black Gold Blue Burgundy Gray Hunter Green Purple Navy Blue
 (2) (3) (4) (5) (6) (7) (8) (9) (0) (1) (x)

Display Tables & Table Draping

Code	QTY	Draped Tables	Advance Rates	Floor Rates
(1200)	_____	4' Table-30" High	\$65.50	\$85.50
(1225)	_____	42" Counter High	\$76.00	\$99.00
(1300)	_____	6' Table-30" High	\$788.00	\$101.00
(1325)	_____	42" Counter High	\$88.50	\$110.25
(1400)	_____	8' Table-30" High	\$96.75	\$120.75
(1425)	_____	42" Counter High	\$114.50	\$142.50

6' and 8' draped tables are only draped on 3 sides.

Tops of all above tables are covered in white vinyl.

*If color is not indicated, show colors will automatically be provided

CIRCLE COLOR

Red Teal White Black Gold Blue Burgundy Gray Hunter Green Purple Navy Blue
 (2) (3) (4) (5) (6) (7) (8) (9) (0) (1) (x)

Round Pedestal Tables

			Advance Rates	Floor Rates
(170)	_____	30" High	\$71.75	\$92.75
(180)	_____	42" High	\$82.25	\$106.25

Please Circle Diameter Choice: 30" or 36"

Undraped Tables

Code	QTY	Undraped Tables	Advance Rates	Floor Rates
(1250)	_____	4' Table-30" High	\$39.50	\$49.00
(1275)	_____	42" Counter High	\$50.00	\$62.50
(1350)	_____	6' Table 30" High	\$52.00	\$64.50
(1375)	_____	42" Counter High	\$62.50	\$74.00
(1450)	_____	8' Table 30" High	\$70.75	\$84.25
(1475)	_____	42" Counter High	\$88.50	\$106.25

TOTAL \$ _____

Charges for rental items listed above are for the duration of the show and include delivery, installation and removal. Cancellation policy: Items cancelled less than 48 hours prior to the first day of move in will be charged 50% of original price, once items have been delivered to the booth space, no refunds will be provided. All claims or discrepancies must be settled at the Paramount Convention Services desk one half hour prior to show opening.

Company Name : _____ Booth # _____

Phone: _____ Fax: _____ E-mail: _____

Address: _____ City, State, Zip _____

By: _____ Name : _____ Date: _____

(Signature)

(Please Print)

Furniture Rental Order Form

REMINDER:
 Items requested after the Advance Order Deadline are not guaranteed to be in stock. In order to secure advance rates and availability, all necessary forms must be received by the Advance Order Deadline date.

Carpet Rental Order Form

Electrical Expo
St. Charles Convention Center
Saint Charles, Missouri

Advance Order Deadline
Monday, February 14, 2011

March 1 -2 , 2011 **All orders MUST have a credit card authorization form on file.**

Rental includes installation, front edge taping and pickup at the close of the show.

Standard booth carpet is to be used only for booths up to 10' in depth. Area Carpet is required for all booths configured as an island or peninsula. Multiples NOT available, NO EXCEPTIONS!
*IF NO COLOR IS INDICATED, SHOW COLORS WILL AUTOMATICALLY BE PROVIDED.



5015 Fyler Ave.
St. Louis, MO 63139

(314) 621-6677 phone
(314) 621-6416 fax
www.paramountcs.com

Standard Carpet

Code	QTY	Description	Advance Rates	Floor Rates
(2__)	_____	9' x 10'	\$102.00	\$127.50
(3__)	_____	9' x 20'	\$204.00	\$255.00
(4__)	_____	9' x 30'	\$306.00	\$382.50

Please Circle Desired Color:

Red (10) Blue (20) Seafoam (30) Burgundy (40) Gray (50) Hunter Green (60) Black (70) Navy Blue (80)

Area Carpet

Code	Booth Size	Advance Rates	Floor Rates
(9__)	_____ ' x _____ ' = _____ Sq. Ft.	\$2.30 per sq. ft.	\$2.90 per sq. ft.

Please Circle Desired Color:

Red (10) Blue (20) Seafoam (30) Burgundy (40) Gray (50) Hunter Green (60) Black (70) Navy Blue (80)

Deluxe Carpet

Please fill out your choice below. There is a minimum order of 100 square feet required for all deluxe carpet orders. Advance prices only apply to orders received with full payment no later than the advance order deadline date. Any orders received after the deadline cannot be guaranteed. If additional carpet is required to cover steps, skids, or display cases, please send floor plans.

Price includes installation and removal.

BOOTH SIZE	Advance Rates	Floor Rates
_____ ' x _____ ' = _____ sq. ft.	\$3.35 per sq. ft.	\$4.30 per sq. ft.

Please Circle Desired Color:

Charcoal (202) Red (204) Black (205) Navy (207) Hunter Green (209) Gray (211) Seafoam (212) Burgundy (213) Blue (214) Beige (215)

Miscellaneous

Code	Description	Advance Rates	Floor Rates
(200)	Carpet Pad _____ ' x _____ ' = _____ Sq. ft.	\$\$.85 per sq. ft.	\$1.10 per sq. ft.
(201)	Visqueen _____ ' x _____ ' = _____ Sq. ft.	\$.45 per sq. ft.	\$.60 per sq. ft.

Charges for rental items listed above are for the duration of the show and include delivery, installation and removal. Cancellation policy: Items cancelled less than 48 hours prior to the first day of move in will be charged 50% of original price, once items have been delivered to the booth space, no refunds will be provided. All claims or discrepancies must be settled at the Paramount Convention Services desk one half hour prior to show opening.

TOTAL \$ _____

Company Name : _____ Booth # _____

Phone: _____ Fax: _____ E-Mail: _____

Address: _____ City, State, Zip _____

By: _____ Name: _____ Date: _____
(Signature) (Please Print)

REMINDER:
Items requested after the Advance Order Deadline are not guaranteed to be in stock. In order to secure advance rates and availability, all necessary forms must be received by the Advance Order Deadline date.

Paramount Convention Services
Carpet Rental Order Form

Specialty Furniture Rental Order Form

Electrical Expo
St. Charles Convention Center
Saint Charles, Missouri
March 1 -2 , 2011

Advance Order Deadline
Monday, February 14, 2011

All orders **MUST** have a credit card authorization form on file.



5015 Fyler Avenue
St. Louis, MO 63139

(314) 621-6677 phone
(314) 621-6416 fax
www.paramountcs.com

CUSTOM FURNITURE

Code	QTY	Description	Advance Rates	Floor Rates
(1911)	___	Desk Lamp	\$25.00	\$32.50
(1912)	___	Table Lamp	\$40.00	\$52.00
(1913)	___	Floor Lamp	\$50.00	\$65.00
(1914)	___	End Table	\$75.00	\$97.50
(1915)	___	Coffee Table	\$85.00	\$110.50
(1916)	___	Coat Rack on wheels with 25 Hangers	\$40.00	\$52.00
(1917)	___	2 Drawer Locking File Cabinet	\$60.00	\$78.00
(1918)	___	2 Door Locking Cabinet (5' Tall)	\$80.00	\$104.00
(1919)	___	Sofa	\$400.00	\$520.00
		Color (Circle One) Beige Chocolate Black		
(1920)	___	Lounge Chair	\$225.00	\$292.50
		Color (Circle One) Beige Chocolate Black		
(1921)	___	30" Tall Refrigerator	\$75.00	\$97.50
(1922)	___	Chrome Spiral Garment Rack	\$50.00	\$65.00
(1923)	___	Raffle Drum	\$65.00	\$84.50
(1924)	___	Plastic Fish Bowl	\$25.00	\$32.50

*For other custom furniture needs, please call your exhibitor services representative.

**Availability of custom furniture can not be guaranteed on site. To ensure your order, please order prior to the Advance Order Date.

*Photographs of these items can be found at www.paramountcs.com

Total \$ _____

In order to guarantee delivery, payment in full of rental charges must accompany your order and be received 7 days prior to first day of set-up. Charges for rental items are for the duration of the show, and include delivery, installation and removal. Furniture missing or damaged at the close of the show will be charged at full replacement cost. Cancellation policy: Items cancelled after move-in begins will be charged at 100% of the original price.

Company Name: _____ Booth # _____

Phone: _____ Fax: _____ E-mail: _____

Address: _____ City, State, Zip _____

By: _____ Name: _____ Date: _____
(Signature) (Please Print)

REMINDER:
Items requested after the Advance Order Deadline are not guaranteed to be in stock. In order to secure advance rates and availability, all necessary forms must be received by the Advance Order Deadline date.

Paramount Convention Services
Specialty Furniture

These popular, practical configurations simplify your tradeshow participation. Bring your own graphics, add foliage, carpet, furnishings, shelves and lights, to enhance your display. Header graphics are included. Must be ordered ten days prior to move in or a 30% additional charge will apply. On-site availability limited. Tax will apply.

Rental Unit Desired _____ Name of Convention _____

Company Name _____ Ordered by _____

Choose Panel Color: White Grey

Other colors available at an additional \$ 35 per panel

Blue Teal Red Black Veltex



A. Invite prospects into this 10'x20' booth for an intimate discussion of your products or services.

The storage cabinets let you keep materials or equipment locked away.

\$ 2,400.00



B. This 10'x20' booth makes a big impression as it provides a wide open selling area.

The spacious storage cabinet provides a place to keep extra materials.

\$ 2,500.00



C. This 10'x10' unit is a simple way to get started. Add graphics, a table or a counter and you are ready to sell.
\$ 800.00



D. This multi-entrance/exit 20'x20' booth allows you to sell your products or services from all sides. There is plenty of room for shelves and graphics.
\$ 3,300.00



E. This 10'x10' unit adds dimension as it thrusts out to the aisle to capture more attention.
\$ 1,500.00

Accessories Rental Order Form

Electrical Expo
 St. Charles Convention Center
 Saint Charles, Missouri
 March 1 -2 , 2011

Advance Order Deadline
 Monday, February 14, 2011



5015 Fyler Ave.
 St. Louis, MO 63139

(314) 621-6677 phone
 (314) 621-6416 fax
www.paramountcs.com

*Photographs of these items can be found at www.paramountcs.com

Shelves/Gondolas

Code	QTY	Description	Advance Rates	Floor Rates
(1810)	___	One Sided Free Standing Gondola	\$179.75	\$233.75
(1811)	___	Double Sided Free Standing Gondola	\$240.25	\$312.50
(1812)	___	1 Meter Straight Shelf (for use w/rental unit only)	\$49.50	\$64.25
(1813)	___	1 Meter Angled Shelf (for use w/rental unit only)	\$49.50	\$64.25

Display Panels

Code	QTY	Description	Advance Rates	Floor Rates
(1820)	___	Velcro Board 38" x 92" Vertical	\$145.75	\$189.50
(1821)	___	Poster Board 4' x 8' Horizontal	\$114.50	\$148.75

Counters

Code	QTY	Description	Advance Rates	Floor Rates
(1830)	___	1 Meter x 1/2 Meter	\$229.00	\$297.50
(1831)	___	2 Meters x 1/2 Meter	\$274.75	\$356.75
(1832)	___	1 Meter Radius x 1/2 Meter	\$297.50	\$386.00

ALL COUNTERS ARE 42" TALL

Standard Panel Color is White provided at no additional charge.

Panel Colors Available at an additional \$40.00 per panel: (circle one) Teal Red Black Blue Gray

CUSTOMIZED COUNTERS AVAILABLE, CALL FOR A QUOTE.

Light Fixtures

Code	QTY	Description	Advance Rates	Floor Rates
(1850)	___	Stem Light (for use w/rental unit only)	\$40.25	\$52.25
(1851)	___	Track Light (4 Feet)	\$160.25	\$208.00

Table Top Risers

Code	QTY	Description	Advance Rates	Floor Rates
(1600)	___	4' long table riser	\$29.25	\$38.00
(1610)	___	6' long table riser	\$36.50	\$47.00
(1620)	___	8' long table riser	\$44.75	\$58.25

TOTAL \$ _____

Charges for rental items listed above are for the duration of the show and include delivery, installation and removal. Cancellation policy: Items cancelled less than 48 hours prior to the first day of move in will be charged 50% of original price, once items have been delivered to the booth space, no refunds will be provided. All claims or discrepancies must be settled at the Paramount Convention Services desk one half hour prior to show opening.

Company Name : _____ Booth # _____

Phone: _____ Fax: _____ E-Mail: _____

Address: _____ City, State, and Zip _____

By: _____ Name: _____ Date: _____

(Signature)

(Please Print)

REMINDER:
 Items requested after the Advance Order Deadline are not guaranteed to be in stock. In order to secure advance rates and availability, all necessary forms must be received by the Advance Order Deadline date.

Paramount Convention Services
 Accessories Rental Order Form

Priority Empty Return & Accessible Storage Order Form

Electrical Expo

St. Charles Convention Center

Saint Charles, Missouri

March 1 -2, 2011

All orders MUST have a credit card authorization form on file.



5015 Fyler Ave.
St. Louis, MO 63139

(314) 621-6677 phone
(314) 621-6416 fax

www.paramountcs.com

Priority Empty Container Return

This service provides for the priority return of your empties to your booth within one hour after the close of the show. This service **must** be ordered prior to the removal of your empties. If you would like this service, please fill out the information below and return to Paramount Convention Services, Inc.

Priority Empty Container Return (3009).....\$100.00 per Container

Estimated Number of Pieces.....

PLEASE NOTE THAT THIS SERVICE CANNOT BE ORDERED AFTER THE PIECES HAVE BEEN TAKEN TO STORAGE.

ACCESSIBLE STORAGE

STORAGE INSTRUCTIONS

A storage area will be available for exhibitors samples and literature in the facility. Depending on space available in the facility, these items may be stored on trailers in the loading dock area. Paramount employees will be available to access storage items during show hours, one hour prior to show opening, and one half hour after show closing each day. All material in storage on the last day of the show will be returned to their designated booth space at the close of the show. Due to fire regulations and for security purposes, **NO LARGE DELIVERIES CAN BE MADE DURING SHOW HOURS.** Show management reserves the right to stop deliveries at any time during the show hours, so please schedule deliveries prior to show opening. Storage space may be limited.

Orders MUST be received by the deadline date to guarantee storage space. The charge for storage space is as follows:

Accessible Storage (3010): \$100.00 base charge per piece plus one hour (minimum) labor charge per delivery.

Labor Rates:

Straight Time: (one hour minimum per man).....\$60.00

8:00 a.m. – 4:30 p.m. Monday - Friday

Overtime: (one hour minimum per man).....\$100.00

YES, I wish to reserve space for accessible storage, I plan on storing _____ pallets/boxes/crates/cases.
(# of pieces) (circle one)

To have items placed in or removed from accessible storage, please notify the Paramount Service Desk.

ALL GOODS STORED WITH PARAMOUNT ARE STORED AT YOUR OWN RISK. We shall not be liable for any injury, damage, loss, theft, or destruction, including, but not limited to damage from atmospheric conditions or rust, negligence (whether caused by ourselves or by servants, agents, employees or others), failures to act, breach of contract, breach of warranty, water, condensation, fire, floods, acts of God or any act beyond our sole control. We are not liable for any direct, consequential, or incidental damages nor for loss of profit or loss due to failures to obtain or turnover goods at any particular time or place whatsoever, however such loss may be incurred. We are not liable for or chargeable with any loss of sales, income, resale, commissions, or brokerage, nor for any freight or demurrage.

No refunds will be given for services that are not utilized.

Cancellation policy: Items or services cancelled less than 48 hours prior to first day of move in will be charged 50% of original price and 100% of original price after delivery.

Company Name: _____ Booth # _____

Phone: _____ Fax: _____ E-mail: _____

Address: _____ City, State, Zip _____

By: _____ Name: _____ Date: _____
(Signature) (Please Print)

REMINDER:
In order to secure advance rates, All necessary forms must be received by the advance order deadline date.

Paramount Convention Services

Accessible Storage & Priority Empty Return



GLOSSARY OF SHIPPING TERMS

Actual Weight: Gross shipping weight, is determined by (1) weighing the vehicle empty, (2) loading the shipment and returning to the scale to obtain the weight and (3) subtracting the two weights. Can also be obtained by individually weighing each piece of freight.

Air Freight: Materials transported by an air freight company.

Bill of Lading: Written receipt from a carrier for goods accepted for transportation. Serves as a receipt, contract and operating paperwork and is the single most important document in the shipping process.

Common Carrier: Department of Transportation-certified trucking firm that can be hired by the public for shipment of goods.

Consignee: Receiver of shipped goods.

Consignor: Shipper of goods

Crate: Container, usually wood, used for protecting exhibits during shipping.

Cwt: Hundredweight (100 lbs.)

Dock: Area where goods are received and shipped.

Drayage: Handling of exhibit properties between the loading dock and the booth area. Also includes handling goods from the advance receiving and the removal and return of empty containers.

Drayage Contractor: Handler who moves exhibit goods from the dock to the exhibit booth or from the drayer's warehouse to the exhibit booth. Responsible for all material handling activities at a show.

Expedited Service: Service offered by a transportation company to assure prompt or specific delivery. Normally incurs an additional charge.

Forced Freight: Routing of freight not picked up by an exhibitor's carrier or shipments left behind at the booth at the close of the show.

Freight Forwarder: Transportation company that arranges and manages all aspects of shipping but does not own vehicles.

Handling: Moving of materials, usually to and from a loading dock.

Less Than a Truckload (LTL): Shipments picked up by a trucker and consolidated with other LTL shipments to be transported to the destination city, unloaded and delivered.

Liability: Carrier's legal financial responsibility for lost or damaged goods.

Marshalling Yard: Area designed to state or check trucks for show delivery and pick-up.

Miny: Shipment weighing 200 lbs. or less, for which the minimum charge is 200 lb. rate.

Mixed Truckload: Truckload of different articles, crated and uncrated, in a single shipment.

Net Weight: Weight of goods without the shipping container.

Official Carrier: Carrier designated by a show manager or general contractor to be on-site for the inbound and outbound shipments of a show. Use of these carriers is recommended but not required.

Official Contractor: Organization appointed by show management to provide services such as set-up and tear-down of exhibit booths and to oversee labor, drayage and loading dock procedures.

Packing List: Detailed list or inventory of a shipment's contents.

Pallet or Skid: Wood runner protecting the exterior of a shipping case. Also describes a wooden base constructed to carry multiple cartons or equipment.

Portable Display: Lightweight exhibit capable of being carried by one person. Usually refers to tabletop or pop-up exhibit.

Pro-Number: Progressive numbering system used primarily by the trucking industry for tracking, billing and identifying freight.

Set-Up: Assembly of exhibit components for display or use.

Shipper: Individual or company whose goods are being shipped.

Split Pick-up/Delivery: Pick-up or delivery of multiple shipments at more than one place of business.

Trapping: Method of consolidating shipments. Usually defines function of the LTL trucker grouping freight for shipment to a particular show.

Van Line: Carrier that specializes in shipping uncrated exhibits, high-tech equipment and delicate materials that require special handling.

Waybill: Document that contains the address of the shipper and the recipient as well as other pertinent information. Contains a number used in tracking shipments.

Shipping Information

Electrical Expo
St. Charles Convention Center
Saint Charles, Missouri
March 1 -2, 2011

Advance Receiving Deadline
Monday, February 21, 2011

All orders **MUST** have a credit card authorization form on file.



5015 Fyler Ave.
St. Louis, MO 63139

(314) 621-6677 phone
(314) 621-6416 fax
www.paramountcs.com

Advance Shipments to Warehouse:

Exhibitors desiring to ship materials up to 30 days in advance of the show must label and address all shipping documents/bills of lading as follows:

Name of Exhibiting Company & Booth #
C/O Paramount Convention Services
ABF
8630 N. Hall St.
St. Louis, MO 63147
For: Electrical Expo

ADVANCE RECEIVING DEADLINE:
Monday, February 21, 2011

ANY SHIPMENT ARRIVING AFTER THIS DATE IS SUBJECT TO A 25% DOCK FEE ON MATERIAL HANDLING CHARGES.

Direct Shipment To Show Site:

Exhibitors desiring to ship direct to the convention site FOR DELIVERY DURING EXHIBITOR SET -UP PERIOD ONLY, must label and address all shipping documents/bills of lading as follows:

Name of Exhibiting Company & Booth #
C/O Paramount Convention Services
St. Charles Convention Center
1 Convention Center Plaza
St. Charles, MO 63303
For: Electrical Expo

FOR DELIVERY DURING INSTALLATION TIMES AND DATES ONLY. ALL OTHER DELIVERIES WILL BE REFUSED. SHIPMENTS ARRIVING OUTSIDE THE DESIGNATED TIMES OR LABELED INCORRECTLY WILL BE SUBJECT TO A 25% SURCHARGE AND ANY FACILITY CHARGES THAT MAY APPLY.

REMINDER:
In order to secure advance rates, all necessary forms must be received by the advance order deadline date.

- A credit card authorization form **MUST** be on file for shipments to be accepted and delivered.
- The ABF warehouse will receive shipments Monday through Friday, 8AM – 5PM.
- All shipping charges **MUST** be prepaid. PCS will not accept any COD shipments.
- All shipments should be cosigned to Paramount Convention Services, Inc.
- Please use shipping labels provided to ensure accurate shipping, make copies as necessary.
- All shipments must have a bill of lading that shows number of pieces and weight, and or, a certified weight receipt showing the weight of the vehicle before loading as well as after unloading. Drayage charges are based on the total weight of each shipment.
- The warehouse will accept crates, cartons, skids, trunks/cases, and carpets. Loose or pad wrapped materials must be sent directly to show site.
- Please call PCS if you have any questions in regard to shipping procedures. Please read the shipping and material handling information thoroughly.

OUTBOUND SHIPPING

Please note that any freight being shipped at the close of the show can be handled through our convention carrier, ABF. **If you wish to use another carrier, you must notify them for an appointment to pick up your freight at the close of the show.** All cartons must be properly labeled with your company's account number clearly posted, as well as shipping address. You must fill out a Paramount Bill of Lading and return it to the service desk. If your carrier of choice does not check in by the designated time (posted on Show Information form, pg. 1) for any reason, your freight will be re-consigned onto our convention carrier.

If you are shipping freight, please complete the lower portion of this form, acknowledging you have read and understand the above information.

Company Name : _____ Booth # _____

Phone: _____ Fax: _____ E-mail: _____

Address: _____ City, State, Zip _____

By: _____ Name: _____ Date: _____
(Signature) (Please Print)

Paramount Convention Services
Shipping Information

Material Handling Order Form

Electrical Expo
 St. Charles Convention Center
 Saint Charles, Missouri
 March 1 -2, 2011

Advance Receiving Deadline
 Monday, February 21, 2011

All orders **MUST** have a credit card authorization form on file.



5015 Fyler Ave.
 St. Louis, MO 63139
 (314) 621-6677 phone
 (314) 621-6416 fax
 www.paramountcs.com

A. Advance Receiving at Warehouse – Uncrated and loose display shipments will NOT be received at the warehouse. This form of shipment should be sent directly to show site. Paramount Convention Services will receive crated, boxed, or skidded materials at the warehouse up to 30 days in advance and deliver to respective booths at show site. Empty containers will be removed from booth, placed in storage, and returned to the booth at the close of the show. Materials then moved from the booth to the dock and reloaded on designated carriers at the close of the show at the following rates:

*ALL FREIGHT CHARGED AT 100 LB INCREMENTS, WITH 200 LB MINIMUM CHARGE PER SHIPMENT	Shipment Weight / 100	CWT = (hundred lbs)	X RATE	= Estimated Total
Shipments received at the warehouse before deadline date, then handled in and out of booth on Straight Time / Straight Time	Lbs/100	CWT	\$55.00 per CWT	\$
Shipments received at the warehouse by an air carrier such as UPS, FedEx, etc. or any shipment received WITHOUT a bill of lading	Lbs/100	CWT	\$65.00 per CWT	\$

Advance Receiving Deadline -

Monday, February 21, 2011.....Last day for crated shipments to arrive at the advance warehouse without surcharges. A 25% surcharge based on the above rates will apply to each shipment received at the advance warehouse after this date.

B. Direct Shipments to Show Site – Paramount Convention Services will receive materials at the convention site and deliver to respective booths. Empty containers will be removed from booth, placed in storage, and returned to booth at the close of the show. Materials then moved from booth to dock and reloaded on designated carriers at the close of the show at the following rates:

*ALL FREIGHT CHARGED AT 100 LB INCREMENTS, WITH 200 LB MINIMUM CHARGE PER SHIPMENT	Shipment Weight / 100	CWT = (hundred lbs)	X RATE	= Estimated Total
Shipments received at show site during installation times, then handled in and out of booth on Straight Time / Straight Time	Lbs/100	CWT	\$55.00 per CWT	\$
Shipments received at show site by an air carrier such as UPS, FedEx, etc. or any shipment received WITHOUT a bill of lading	Lbs/100	CWT	\$65.00 per CWT	\$

***Shipments sent directly to show site to arrive during published exhibitor installation times ONLY! All other deliveries will be refused. Shipments arriving outside of the designated times or labeled incorrectly will be subject to a 25% surcharge and any facility charges that may apply. Please see the included labels for your reference.**

C. Overtime

Warehouse and/or convention site shipments moved in or out on overtime, due to scheduling conflicts beyond the control of Paramount will have an additional 25% surcharge to the above rates. Shipments moved in and out on overtime, through no fault of Paramount, will have an additional 50% surcharge to the above rates. Overtime is anytime before 8:00 a.m. and after 4:30 p.m. on weekdays and all hours Saturdays, Sundays, and Holidays.

D. Material Handling Rates and Charges

Rates apply to each 100-pound increment, with a minimum charge of 200 lbs. per shipment. The weight's rounded off to the next hundred pounds. Multiple shipments received are charged at separate minimums. No cumulative weights will be allowed on minimum, split shipment, UPS, etc. The above services, WHETHER USED COMPLETELY OR IN PART, are offered as a package ROUND TRIP RATE and the charges will be based on the total inbound weight of the shipment.

Freight handling charges are the responsibility of the exhibitor to whom the shipments have been cosigned. Additionally, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.

REMINDER:
 In order to secure advance rates, all necessary forms must be received by the advance order deadline date.

Paramount Convention Services
 Material Handling Order Form

E. Penalties

Any warehouse shipment not received by the advance receiving deadline date and any direct shipment received after the show opens; an additional 25% surcharge to the above rates will be included for trucking and unloading services supplied. Any financial penalties incurred because of inappropriate address, collect shipments, and early or late arrival, causing the re-consignment charges, storage, etc. will be the responsibility of the exhibitor.

F. Van Lines, Uncrated, and Loose Display Shipments

Add 50% to the quoted rates for van line, uncrated and loose display shipments. **UNLESS PRIOR ARRANGEMENTS ARE MADE, VAN LINE, UNCRATED, AND LOOSE DISPLAY MATERIALS WILL NOT BE RECEIVED AT THE ADVANCE WAREHOUSE.** Uncrated and loose display shipments are defined as open displays shipped in vans – not in crates, cases, boxes, or un-skidded machinery on an open flatbed truck without proper lifting bars or hooks.

G. Empty Container Labels

Empty container labels will be available at the service desk **FOR FREIGHT BROUGHT IN BY PARAMOUNT CONVENTION SERVICES ONLY.** Affixing the labels is the sole responsibility of the exhibitor or his representative. All previous shipping labels should be removed. Paramount Convention Services assumes no responsibility for:

1. Errors to the above procedures.
2. Removal of containers with old empty labels and without Paramount Convention Services empty labels.
3. Improper information on empty labels.
4. Valuables stored in containers with empty labels.

On site container storage for items not handled by Paramount Convention Services will be charged at \$30.00 per piece. (3008)

H. Inbound Bill of Lading or Delivery Receipt

All shipments must have a bill of lading or delivery receipt showing number of pieces, weight, and description of merchandise. Trucks arriving without documented weight will be required to go to the nearest weight station and obtain documentation before unloading or a mutual decision between Paramount and the exhibitor as the approximate weight will be agreed upon and will be binding on both parties.

I. Vehicle Spotting

Any vehicles driven into the exhibit hall under their own power will incur a round-trip spotting fee of \$150.00. Vehicles not moved in under their own power will be unloaded and charged based on weight. (2190)

J. Additional Services Available

All per 100 lb rates quoted in the foregoing do not include any Blocking, Spotting or Bracing in Booth, Local pickups, or deliveries. For such services the following rates apply:

	<u>ST Code</u>	<u>Straight Time</u>	<u>OT Code</u>	<u>Overtime</u>	
Forklift with Operator (Up to 4,000 lbs. Capacity)	(2150)	\$150.00 per hr.	(2155)	\$200.00 per hr.	(One-hour minimum)
Material Handler	(2160)	\$50.00 per hr.	(2165)	\$100.00 per hr.	(One hour minimum)

Banding (2170)

Metal Banding will be available for securing outbound shipments at a rate of .50 cents per foot, plus labor (One hour minimum).

Shrink Wrap

Shrink wrap will be available for securing outbound shipments at a rate of:

<u>Straight Time (3110)</u>	<u>Overtime (3111)</u>
\$50.00 per skid	\$75.00 per skid

K. Outbound Shipping

Each exhibitor will be expected to label his/her exhibit materials and furnish shipping information.

Labels and bills of lading will be available at the Paramount Service Desk. Previous shipping labels should be removed. Paramount Convention Services accepts no responsibility for misdirected shipments as a result of old shipping labels, which remain on containers. **PARAMOUNT CONVENTION SERVICES WILL ROUTE ALL SHIPMENTS UNLESS SPECIAL ADVANCE ARRANGEMENTS HAVE BEEN MADE.** Exhibits and materials for which arrangements have not been made with Paramount Convention Services, or which have not been removed from the exhibit area on removal day, will be forced onto the show carrier. Paramount Convention Services reserves the right to route exhibit material via an alternate carrier in the event that the requested carrier fails to check in at the service desk by the designated time.

L. Limits of Liability

1. After exhibits or materials are placed in the booth, Paramount Convention Services will not be responsible for condition, count, or content until such time as exhibits or materials are picked up for removal after the close of the show. Therefore, all materials should be properly insured against fire, theft, and all hazards from the time they leave your office until they return. We do not assume responsibility for outbound shipments until the count is physically verified vs. the bill of lading submitted by the exhibitor.
2. Paramount Convention Services will not be responsible for damage to uncrated and/or un-skidded exhibit material, nor for concealed damage to materials.
3. All exhibit materials handled by Paramount Convention Services are insured at a value not to exceed twenty-five cents (.25) per pound and not to exceed a maximum of fifty dollars (\$50.00) per claim.
4. **Be sure your freight is insured from the time it leaves your place of business until it is returned after the show.**

Authority to handle and billing instructions. All terms and conditions herein stated are understood and accepted.

Company Name: _____ Booth # _____

Phone: _____ Fax: _____ E-mail: _____

Address: _____ City, State, Zip _____

By: _____ Name: _____ Date: _____
(Signature) (Please Print)

Material Handling Order Form Cont'd

Paramount Convention Services

R U S H

DO NOT DELAY

To: _____

(Name of Exhibiting Company)

c/o: Paramount Convention Services

ABF

8630 North Hall Street

St. Louis, MO 63147

WAREHOUSE

EVENT: Electrical Expo

BOOTH # _____

NUMBER _____ OF _____ PCS

CARRIER: _____

Paramount Convention Services

R U S H

DO NOT DELAY

To: _____

(Name of Exhibiting Company)

c/o: Paramount Convention Services

ABF

8630 North Hall Street

St. Louis, MO 63147

WAREHOUSE

EVENT: Electrical Expo

BOOTH # _____

NUMBER _____ OF _____ PCS

CARRIER: _____

Paramount Convention Services

R U S H

DO NOT DELAY

CANNOT ARRIVE UNTIL - Tues., March 1 @ 8AM

To: _____

(Name of Exhibiting Company)

c/o Paramount Convention Services

St. Charles Convention Center

1 Convention Center Plaza

St. Charles, MO 63303

For: Electrical Expo

SHOWSITE

BOOTH # _____

NUMBER _____ OF _____ PCS

CARRIER: _____

Paramount Convention Services

R U S H

DO NOT DELAY

CANNOT ARRIVE UNTIL - Tues., March 1 @ 8AM

To: _____

(Name of Exhibiting Company)

c/o Paramount Convention Services

St. Charles Convention Center

1 Convention Center Plaza

St. Charles, MO 63303

For: Electrical Expo

SHOWSITE

BOOTH # _____

NUMBER _____ OF _____ PCS

CARRIER: _____

Outbound Shipping Form

Electrical Expo
St. Charles Convention Center
Saint Charles, Missouri
March 1 -2, 2011

Advance Order Deadline
Monday, February 14, 2011

All orders MUST have a credit card authorization form on file.



5015 Fyler Ave.
St. Louis, MO 63139

(314) 621-6677 phone
(314) 621-6416 fax
www.paramountcs.com

OUTBOUND SHIPPING INSTRUCTIONS

**** PLEASE READ TO ENSURE A SMOOTH MOVE OUT ****

Please note that any freight being shipped at the close of the show can be handled through our convention carrier, ABF. **If you wish to use another carrier, you must notify them for an appointment to pick up your freight at the close of the show.** All cartons must be properly labeled with your company's account number clearly posted, as well as shipping address. You must fill out a Paramount Bill of Lading and return it to the service desk. If your carrier of choice does not check in by the designated time (posted on Exhibitor Show Information page) for any reason, your freight will be re-consigned onto our convention carrier, ABF.

If you are shipping freight, please complete the lower portion of this form, acknowledging you have read and understand the above information.

Company Name : _____ Booth # _____

Phone: _____ Fax: _____ E-mail: _____

Address: _____ City, State, Zip _____

By: _____ Name: _____ Date: _____
(Signature) (Please Print)

For your convenience, we have listed the telephone numbers for a few common air carriers:

FedEx: 1.800.GO.FED.EX (1.800.463.3339)

UPS: 1.800.PICK.UPS (1.800.742.5877)

Airborne/DHL: 1.800.CALL.DHL (1.800.225.5345)

You should instruct your freight carrier to pick up your freight at the following address:

St. Charles Convention Center
1 Convention Center Plaza
St. Charles, MO 63303

All freight carriers must check in at the Paramount Convention Services desk by **9:00AM**. on Thursday, March 3, 2011, or your freight will be forced onto our show carrier, ABF.

REMINDER:
In order to secure advance rates, all necessary forms must be received by the advance order deadline date.

Paramount Convention Services
Outbound Shipping Information

OFFICIAL
SHOW
CARRIER

ABF[®] delivers trade shows



Choose ABF for on-site, on-time, damage-free service.

ABF can meet virtually any transit or delivery requirement. Choose ABF Assured Service[®] and your shipment is backed by a 100% satisfaction guarantee on our published transit times. Choose TimeKeeper[®] for guaranteed expedited or time-definite delivery. Next day, second day, third day. Whatever you need. Whenever you need it. We'll assign you a single-source contact to personally manage your transportation needs.

Relax and enjoy the show. No worries. No hassles. That's ABF.

ABF **tradeshow**
On Site...On Time...Damage-Free.

800-654-7019

tradeshow@abf.com

ABF FREIGHT SYSTEM, INC.® • TRADE SHOW SERVICES

Show Name _____ Booth Number _____

Show Date _____ Show City _____

Contractor _____

Name _____ Title _____

Company _____

Street Address _____

P.O. Box _____ City _____ State _____

Zip (P.O. Box) _____ Zip (Street Address) _____

Phone _____ Fax _____ E-mail _____

Estimated Exhibit Value _____

Normal Exhibit Weight _____ Number of Shows Per Year _____

Normal Number of Exhibit Pieces _____ Crates _____ Cartons _____ Cases _____ Carpet _____

Would you like to be included on future mailings? Yes No

Would you like an ABF Trade Show coordinator to call you with a quote or information? Yes No

Please send me a detailed information packet on ABF's Trade Show Service.

Please fax completed form back to 800-836-3320.

ABF Freight System, Inc. • Trade Show Services • P.O. Box 697 • Cherryville, NC 28021



On-Site... On-Time... Damage-Free

tradeshow@abf.com

(800) 654-7019



Exhibit Labor Order Form

Electrical Expo
St. Charles Convention Center
Saint Charles, Missouri
March 1 – 2, 2011

Advance Order Deadline
Monday, February 14, 2011

All orders MUST have a credit card authorization form on file.



St. Louis, MO 63139

(314) 621-6677 phone
(314) 621-6416 fax

www.paramountcs.com

	Advance Rates	Floor Rates
Exhibit Straight Labor Request:		
Straight Time: (One hour minimum per man).....	\$60.00	\$75.00
8:00 a.m. – 4:30 p.m. Monday through Friday		
Overtime: (One hour minimum per man).....	\$100.00	\$120.00
4:30 p.m. – 8:00 a.m. Monday through Friday, all Saturdays, Sundays, and Holidays.		

Select the plan that meets your needs and fill in the requested information. (MUST CHECK ONE)

Plan A – Supervision by Paramount

To save time and personnel supervision, Paramount Convention Services will supervise the installation of your exhibit, upon arrival of your freight. A supervision charge of 25% will be added to your total labor bill for this service. Please note that under the Paramount plan, Paramount Convention Services will set and dismantle your booth at their earliest convenience.

Specific instructions, blueprints, etc. should be provided to facilitate an economical and correct installation. Please note that under the Paramount plan, Paramount will set and dismantle your booth at their earliest convenience. Please be sure to send display and graphic drawings either to our office or with the display. **Please Note: You must supply us with your outbound shipping instructions to facilitate the return of your equipment.**

INSTALLATION:

# of men	approx. hours	Date	Day of week	Time
_____	_____	_____	_____	_____

DISMANTLE:

# of men	approx. hours	Date	Day of week	Time
_____	_____	_____	_____	_____

Ladder(s) needed? ___ 8' ___ 12' ___ 14'

Set-Up Instructions (Circle One)

Sent to PCS Office Sent with display

Plan B – Supervision by Exhibit Personnel

Starting time can only be guaranteed on those instances where labor is requested for the start of the work day, which is 8:00 a.m., unless the official installation time begins later in the day. It is important that the exhibitor check in at the service desk to pick up laborers ordered. Upon completion of work, exhibitors must also check laborers out at the service desk. All work is to be done under the supervision of the exhibitor or representative. If no date and/or time are indicated below, no men will be available. **IF EXHIBITOR FAILS TO PICK UP MEN ORDERED, A ONE HOUR PER MAN NO SHOW CHARGE WILL BE APPLIED, unless a 48 hour notification is given.**

INSTALLATION:

# of men	approx. hours	Date	Day of week	Time
_____	_____	_____	_____	_____

DISMANTLE:

# of men	approx. hours	Date	Day of week	Time
_____	_____	_____	_____	_____

Supervisor will be: _____

Supervisor's On-Site Phone#: _____

Ladder(s) needed? ___ 8' ___ 12' ___ 14'

Cancellation policy: Labor services cancelled less than 48 hours prior to first day of move in will be charged 1 hour per man requested.

Company Name: _____ Booth # _____

Phone: _____ Fax: _____ E-mail: _____

Address: _____ City, State, Zip _____

By: _____ Name: _____ Date: _____
(Signature) (Please Print)

REMINDER:
In order to secure advance rates, all necessary forms must be received by the advance order deadline date.

Paramount Convention Services
Exhibit Labor Order Form

Key Information

Electrical Expo
St. Charles Convention Center
Saint Charles, Missouri
March 1 -2, 2011

Advance Order Deadline
Monday, February 14, 2011

All orders must have a credit card authorization form in file.



5015 Fyler Ave.
St. Louis, MO 63139

(314) 621-6677 phone
(314) 621-6416 fax

www.paramountcs.com

REMINDER:
In order to secure advance rates, All necessary forms must be received by the advance order deadline date!

Please complete and return this page only if you have ordered PCS supervised labor.

Inbound Freight Information

Carrier: _____ Shipped by: _____ Date: _____

of Pieces: _____ Weight: _____ Pro #: _____

Description: _____

Shipped To: (circle one) Warehouse Show Site

Outbound Freight Information

*if you are using a carrier other than the preferred show carrier, you must contact them for an appointment to pick up your freight.

SHIP TO: _____ c/o _____

Street Address: _____

City: _____ State: _____ Zip: _____

Contact Name & Phone # _____

OUTBOUND FREIGHT CHARGES GUARANTEED BY:

Company Name: _____ Attention: _____

Permanent address of shipper: _____

City: _____ State: _____ Zip: _____

Authorized Company Rep Signature: _____

Authorized Company Rep Print: _____

Circle One: Pre-Paid Collect Bill to: _____

Shipping Method: Circle One: Common Carrier Air Freight Van Line Company Truck Customer Pick-Up

Carrier: _____

Company Name: _____ Booth # _____

Phone: _____ Fax: _____ E-mail: _____

Address: _____ City, State, Zip _____

By: _____ Name: _____ Date: _____
(Signature) (Please Print)

Paramount Convention Services

Key Information

INTENT TO USE NON-OFFICIAL CONTRACTOR

Electrical Expo
St. Charles Convention Center
Saint Charles, Missouri
March 1 -2, 2011

DUE DATE: February 14, 2011

If your company plans to use a firm who is not the official service contractor, as designated by show management, please complete this form and fax to Paramount Convention Services at (314) 621-6416.

1. Exhibitors who choose to use a Non-Official Contractor must complete and sign this form. It must be received by Paramount Convention Services no later than Monday, February 14, 2011. **No extensions or exceptions will be granted after the published deadline. For your convenience, this form can be faxed to (314) 621-6416.**
2. The Non-Official Contractor must provide Paramount Convention Services with a copy of their "Certification of Insurance." This certificate must be received no later than **February 14, 2011**. **No extensions or exceptions will be granted after the published deadline. Please note that Certificate must list Paramount Convention Services, 2011 Electrical Expo, St. Charles Convention Center and employees of each company as additionally insured. *See rules and regulations forms.**
3. Failure to provide Paramount Convention Services with the above items, 1 and 2, will result in said firms required to hire installation and dismantle labor from Paramount. Non-Official Contractors will be able to provide supervision only.

All representatives of the Non-Official Contractors must obtain an "EXHIBIT CREW" badge at our Exhibitor Service Center.

NOTIFICATION DEADLINE: February 14, 2011

Exhibiting Company _____ Booth # _____

Authorized Signature: _____

Please Print Name: _____

Full Name of Non Official Service Contractor: _____

City _____ State _____ Zip _____

phone _____ fax _____ e-mail _____

Non-Official contractor "showsite" representative _____ phone # _____

Type of Service to be provided _____



5015 Fyler Ave.
St. Louis, MO 63139

(314) 621-6677 phone
(314) 621-6416 fax
www.paramountcs.com

Paramount Convention Services
Intent to use Non-Official Contractor

NON-OFFICIAL CONTRACTORS' RULES AND REGULATIONS

Electrical Expo

St. Charles Convention Center

Saint Charles, Missouri

March 1 -2, 2011

DUE DATE: February 14, 2011



5015 Fyler Ave.
St. Louis, MO 63139

(314) 621-6677 phone
(314) 621-6416 fax

www.paramountcs.com

Paramount Convention Services has been selected as the Official Service Contractor and must be used for all material handling, furniture rental, signs, rigging, cleaning and installation and dismantling of decorations.

A NON-OFFICIAL CONTRACTOR IS: Any Individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site and does not represent one or more of the official contractors.

1. Each representative of a Non-Official Contractor must physically pick-up, in person, an "EXHIBIT CREW" badge at the Exhibitor Service Center. If a representative of a Non-Official Contractor does not have any identification which verifies his/her employment by a Non-Official Contractor, he/she must be accompanied to the Exhibitor Service Center by a representative who does have verifying identification.
2. These services shall not conflict with existing labor regulations or contracts, and in fulfilling his obligations, the representative of a Non-Official Contractor shall adhere to the regulations set up by the hall and show management regarding entrance.
3. The representative of a Non-Official Contractor shall have a true and valid order for service from an Exhibitor in advance of the show move-in date and shall not solicit business on the show floor.
4. The representative of a Non-Official Contractor will share with the Official Service Contractor all reasonable costs related to his operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.

IMPORTANT - It is the responsibility of each Exhibiting Firm who is utilizing a Non-Official Contractor to complete and return the required forms to Paramount Convention Services no later than the due date, listed in the heading on this page (February 14, 2011). For your convenience, you may fax the form to (314) 621-6416.

Liability "Certificate of Insurance" form which names Paramount Convention Services, Inc., Electrical Expo 2011, St. Charles Convention Center, and employees of each company as additionally insured for each Non-Official Contractor firm being utilized. (*Note: The exhibitor-appointed contractor must maintain at least \$1 million in Employer's Liability, General Liability, Automobile Liability and Worker's Compensation as required in the state the exposition is located.)

IF BOTH THE "INTENT TO USE NON-OFFICIAL CONTRACTORS" FORM AND THEIR "CERTIFICATE OF INSURANCE" ARE NOT SUPPLIED TO PARAMOUNT BY THE DUE DATE LISTED IN THE HEADING ON THIS PAGE (February 14, 2011), THEN ANY REPRESENTATIVE OF THE EXHIBITING FIRM OR NON-OFFICIAL CONTRACTOR WILL BE REQUIRED TO ORDER LABOR FROM PARAMOUNT.

It is the responsibility of the exhibitor to see that each representative of a Non-Official Contractor abides by the Official Rules and Regulations of this Exposition.

Paramount Convention Services
Non-Official Contractor Rules & Regs

Sign Service Order Form

Electrical Expo
St. Charles Convention Center
Saint Charles, Missouri
March 1 -2, 2011

Advance Order Deadline
Monday, February 14, 2011

All orders MUST have a credit card authorization form on file.



5015 Fyler Ave.
St. Louis, MO 63139

(314) 621-6677 phone
(314) 621-6416 fax
www.paramountcs.com

QUALITY DIGITAL PRINTING WITH LOGOS AND WORDING AT THESE SPECIAL PRICES

Please forward special logos or graphics to signshop@paramountcs.com

Code	Quantity	Size	Advance Rates	Floor Rates
(5010)	_____	7" x 11"	\$25.00	\$38.00
(5020)	_____	11" x 14"	\$30.00	\$45.00
(5030)	_____	7" x 44"	\$32.00	\$48.00
(5040)	_____	14" x 22"	\$40.00	\$60.00
(5050)	_____	22" x 28"	\$48.00	\$72.00
(5060)	_____	28" x 44"	\$77.00	\$105.00
(5070)	_____	40" x 60"	\$150.00	\$195.00
(5100)	_____	39" x 92"	\$225.00	\$292.00

REMINDER:
In order to secure advance rates, all necessary forms must be received by the advance order deadline date.

OPTIONAL SERVICES

(5090) Easel back applied to sign -\$10.00 per sign

*On-site requests will be subject to additional fees.

Subtotal \$	_____
8.241% Tax \$	_____
Total \$	_____

PLEASE COMPLETE ALL INFORMATION BELOW WHEN ORDERING:

SIGN SIZE: _____ QUANTITY: _____

BACKGROUND COLOR: _____ LETTERING COLOR: _____

SHAPE (Circle One) HORIZONTAL VERTICAL EASEL BACK

SPECIAL INSTRUCTION: _____

SIGN TO READ AS FOLLOWS: _____
(Please print or type)

Cancellation policy: Orders will be charged 100% of original price once signage has been printed.

Company Name: _____ Booth # _____

Phone: _____ Fax: _____ E-mail: _____

Address: _____ City, State, Zip _____

By: _____ Name: _____ Date: _____
(Signature) (Please Print)

Paramount Convention Services
Sign Service Order Form



ST. CHARLES CONVENTION CENTER EXHIBITOR SERVICE ORDER FORM



1 CONVENTION CENTER PLAZA
ST. CHARLES, MO 63303

WWW.STCHARLESCONVENTIONCENTER.COM

PHONE: (636) 896-1801 FAX: (636) 896-1802 Exhibitorsvs@stcharlesconventioncenter.com

STANDARD ELECTRIC & UTILITIES

Event:	Company Name:
Event Dates:	Mailing Address:
Exhibit Location/Booth:	City: State: Zip:
Ordered By:	Phone: Fax:
On-Site Contact:	E-mail:

EQUIPMENT	QTY	14 DAY ADV PRICE	REG PRICE	TOTAL	24 HR POWER
-----------	-----	------------------	-----------	-------	-------------

**ADVANCED PRICING IS VALID WITH FULL PAYMENT RECEIVED
14 CALENDAR DAYS PRIOR TO EVENT MOVE IN.**

ELECTRIC					
120 V-SINGLE PHASE 10 AMPS (960 WATTS)		\$ 65	\$ 90		Y or N
120 V-SINGLE PHASE 20 AMPS (1920 WATTS)		\$ 90	\$ 120		Y or N
POWER STRIP		\$25			
24 HOUR POWER = TOTAL PRICE OF OUTLETS _____ X .5					

Booth power will be turned on (1) hour prior to each day's event opening, and turned off (30) minutes after closing. Please order 24 hour power if you will be in need of additional service.

208V ELECTRIC					
208 V-SINGLE PHASE 30 AMPS		\$ 175	\$ 250		Y or N
208 V-THREE PHASE 30 AMPS		\$ 200	\$ 270		Y or N
208 V-SINGLE PHASE 50 AMPS		\$ 300	\$ 370		Y or N
208 V-THREE PHASE 50 AMPS		\$ 325	\$ 400		Y or N
208 V-SINGLE PHASE 100 AMPS		\$ 400	\$ 560		Y or N
208 V-THREE PHASE 100 AMPS		\$ 425	\$ 585		Y or N
208 V-THREE PHASE 200 AMPS		\$ 600	\$ 760		Y or N
24 HOUR POWER = TOTAL PRICE OF OUTLETS _____ X .5					

2 HOUR ELECTRICIAN MINIMUM REQUIRED ON EACH 208V CONNECTION. MATERIAL CHARGES MAY APPLY.

A CREDIT CARD MUST BE PROVIDED AS A GUARANTEE FOR ALL 208V SERVICES BEFORE ORDERS CAN BE PROCESSED.

ELECTRICIAN- 2 HOUR MINIMUM FEE PER CONNECTION		\$85 /hr	\$95 /hr		
------------------------------------------------	--	----------	----------	--	--

NEMA PLUG # IF AVAILABLE	#
--------------------------	---

WATER					
Water Connection: One Time Fill, & Drain (11-1,000 Gallons)		\$ 150	\$ 185		
Water Connection: One Time Fill, & Drain (1,000 + Gallons)		\$ 250	\$ 300		

PAYMENT INFORMATION

Credit Card Type:	Credit Card Number:	Please make checks payable to: St. Charles Convention Center
Expiration Date:	Security Code (Last 3 digits on back of card or 4 digits on front of Amex.)	
Name on card (Please Print)		

Signature	Date	
CC Billing Address:		
City:	State:	Zip:

Total Electric Sales	\$
x 7.4% Sales Tax	
SUBTOTAL	\$
ELECTRIANS FEE	
x 1% Tourism Tax (of subtotal)	
GRAND TOTAL	\$

For 208V power - Please hold this credit card as a guarantee only. If payment is not received in full for any additional services requested prior to move in, payment will be posted to the card provided.
 For 208v power - Please use this card for payment and guarantee.

CANCELLATION POLICY If cancellation occurs before installation and more than 6 days prior to the first scheduled move-in day: 90% REFUND. If cancellation occurs before installation but 6 days or less prior to the first scheduled move-in day: 75% REFUND. If cancellation occurs after installation or after the start of the first scheduled move-in day: NO REFUND.	All terms, conditions, and rates on this form are subject to change at any time without notice.
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------



**ST. CHARLES CONVENTION CENTER
EXHIBITOR SERVICE ORDER FORM**

1 CONVENTION CENTER PLAZA
ST. CHARLES, MO 63303

WWW.STCHARLESCONVENTIONCENTER.COM

PHONE: (636) 896-1801 FAX: (636) 896-1802 Exhibitorsvs@stcharlesconventioncenter.com



TELECOM & A/V SERVICES

Event:		Company Name:
Event Dates:		Mailing Address:
Exhibit Location/Booth:		City: State: Zip:
Ordered By:		Phone: Fax:
On-Site Contact:		E-mail:

Description	Quantity	14 Day Advanced Price	Regular Price	Number of Days	TOTAL
-------------	----------	--------------------------	------------------	----------------	-------

**ADVANCED PRICING IS VALID WITH FULL PAYMENT RECEIVED
14 CALENDAR DAYS PRIOR TO EVENT MOVE IN.**

TELECOM					
WIRELESS INTERNET (1ST DAY) CONSUMER/TRADE SHOW ONLY		\$ 50	\$ 50		
WIRELESS INTERNET (ADDITIONAL DAYS)		\$ 50	\$ 50		
WIRED INTERNET (1ST DAY) CONSUMER/TRADE SHOW ONLY		\$ 50	\$ 50		
WIRED INTERNET (ADDITIONAL DAYS)		\$ 50	\$ 50		
ADDITIONAL IP ADDRESSES (INCLUDES INTERNET CONNECTION)		\$ 75	\$ 100		
PRIVATE SECURED NETWORK		\$ 25	\$ 75		
ANALOG DIRECT PHONE LINE Dial 9 to get outside line		\$ 100	\$ 150	1x fee	
CABLE TV (TV must be cable ready)		\$ 50	\$ 75	1x fee	
IT Technician (15 minute minimum)		\$ 60/hr	\$ 65/hr		

Total Telecom Sales	\$
x 7.4% Sales Tax	
SUBTOTAL	\$
x 1% Tourism Tax (of subtotal)	
GRAND TOTAL	\$

**Please make checks payable to:
St. Charles Convention Center**

A/V SERVICES					
<i>Monitors/VCR/Other</i>					
32" HD LCD TV w/ DVD		\$ 175	\$ 200		
TV-27"		\$ 100	\$ 125		
CD Player/DVD Player		\$ 50	\$ 75		
<i>Projectors- higher output available</i>					
SVGA LCD projector (2100 Lumen)		\$ 280	\$ 300		
XGA LCD projector (3000 lumen)		\$ 400	\$ 425		
<i>Screens - larger sizes available</i>					
6' tripod w/ skirt		\$ 35	\$ 40		

Total A/V Sales	\$
20% Supplemental Charge	
SUBTOTAL	\$
x 7.4% Sales Tax	
SUBTOTAL	\$
x 1% Tourism Tax (of subtotal)	
GRAND TOTAL	\$

PAYMENT INFORMATION	
Credit Card Type:	Credit Card Number:
Expiration Date:	Security Code (Last 3 digits on back of card or 4 digits on front of Amex.)
Name on card (Please Print)	
Signature	Date
Billing Address:	
City:	State: Zip:

CANCELLATION POLICY
If cancellation occurs before installation and more than 6 days prior to the first scheduled move-in day: 90% REFUND.
If cancellation occurs before installation but 6 days or less prior to the first scheduled move-in day: 75% REFUND.
If cancellation occurs after installation or after the start of the first scheduled move-in day: NO REFUND.

All terms, conditions, and rates on this form are subject to change at any time without notice.



5015 Fyler Ave.
St. Louis, MO 63139

(314) 621-6677 phone
(314) 621-6416 fax
www.paramountcs.com

Paramount Convention Services

ST. LOUIS UNION JURISDICTION RULES

Since Work Rules and Union Jurisdictions vary from city to city, we apprise you of the following statements to help you in understanding the Union Requirements.

DECORATOR & CARPENTER JURISDICTION

It is necessary for all exhibitors to use qualified union personnel for the installation and dismantling of prefabricated exhibits and displays and to install and remove draperies and floor covering. The handling, placing or setting out of merchandise that is to be displayed does not require union labor and may be done by the exhibitor. In addition, the installation or dismantling of an exhibit which does not require the use of hand tools, or more than one person, and can be accomplished within thirty minutes, may be performed by the owner or company representative for booths up to 10' X 30' in area. Your labor requirements can be ordered on the enclosed Exhibit Labor Order Form.

TEAMSTER JURISDICTION

Our Material Handling Department is responsible for maintaining in and out traffic schedules at the Show site. Even local exhibitors should clear all movements of exhibit materials through this department as we will have priority at the unloading area at all times. Union jurisdiction allows individually hand carried items only. Material Handling Services may be ordered in advance by completing and returning the enclosed Shipping Information and Service Order Form. Paramount Convention Services will handle all incoming freight regardless of the material handling form being submitted and the exhibitor will be liable for all appropriate charges as described on the form.

Thank you!



FIRE PREVENTION BUREAU

EXHIBIT HALL FIRE REGULATIONS

5015 Fyler Ave.
St. Louis, MO 63139

(314) 621-6677 phone
(314) 621-6416 fax
www.paramountcs.com

The information contained in this brief outline does not completely cover the ordinances and regulations. The following are basic rules governing concessions, exhibits and shows in any building open to the public.

1. All curtains, drapes and decorations must be constructed of flame proofing solution. (Treatment shall be renewed as often as may be necessary to maintain the flame proofing effect.)
2. No combustible materials, merchandise or signs shall be attached to, hung from, or draped over flameproof side and rear divider draperies of booths, or attached to table skirting facing aisles unless flame proofed.
3. All exits, hallways and aisles leading from buildings or tents are to be kept clear and unobstructed at all times.
4. No exit door shall be locked, bolted or otherwise fastened or obstructed at any time an exhibit building is open to the public.
5. All sawdust, shavings, hay and straw shall be stored and maintained in a manner approved by the Fire Marshall.
6. Automobiles, trucks, tractors, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside any building, shall have **no more than two (2) gallons of fuel in the tank**; all fuel tanks shall be locked or effectively sealed and **battery cables shall be disconnected from the ignition system**. The battery can not be connected during the show for any reason. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in event of emergency. Keys must be left overnight with security. **You must notify Paramount Convention Services of plans to bring in any vehicle so that appropriate arrangements can be made with the local Fire Marshal.**
7. The use of liquefied petroleum gases inside buildings, tents or areas is strictly prohibited, except for demonstration when approved by the Fire Marshal.
8. "No smoking by Order of Fire Marshal" signs shall be posted and maintained in areas designated by the Fire Marshal.
9. The exhibitor will provide for daily removal and disposal of trash and rubbish from buildings and tents.
10. All electrical wiring shall be installed in a manner approved by the City's Chief Electrical Inspector.

Paramount Convention Services

Exhibit Hall Fire Regulations