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St. Charles Convention Center  
St. Charles, Missouri

## EXHIBITOR CHECKLIST FOR AUGUST 23-24, 2023 ELECTRICAL EXPO:

*Expo 2023 was SOLD OUT for booth space in January 2023. We thank all of you for your support. Please look on our website...[www.electricalboard.org](http://www.electricalboard.org) for information needed for this upcoming show. Some are still being finalized. Hopefully, this checklist will make it simple for you to complete everything before deadlines. CHECK EACH ITEM TO SEE WHAT APPLIES FOR YOU!*

**APRIL 2023**

- NEW PRODUCT ENTRY FORMS** – Each exhibitor can submit TWO NEW PRODUCTS PER BOOTH at no cost. There's a LIMIT of approximately 80 new products, so don't delay as it's FIRST-COME, FIRST-SERVE. Please complete the entry form and send your informational form or cut-sheet by email or mail to EBMI prior to July 1st. This information was emailed to exhibitors in February 2023 but forms are on our website if needed. (Any new products sent in prior to April 15<sup>th</sup> will be included in our pre-show brochure.)
- STEP FORWARD PARTICIPANTS FOR ARCHITECTS/ENGINEERS** – This is OPTIONAL and does require an additional payment of \$400. As a participating sponsor, your company will be given 10 – 2-day seminar passes (value of \$160) to give to your customers for the Expo. Our website has the details for this program. Please email [bill@electricalboard.org](mailto:bill@electricalboard.org) or [annie@electricalboard.org](mailto:annie@electricalboard.org) for more information. This information was emailed to exhibitors in February and is included on our website. As of 3-30-23, we have 13 Step Forward Participants.
- BOOTH PAYMENT** - Many of you have already sent in your check or called with your credit card payment. Others have been invoiced already. Please contact us if you still need to pay for your booth space. **ALL BOOTHS MUST BE PAID BEFORE JUNE 15, 2023.** No booths will be allowed in the show unless full payment was received. EBMI does accept American Express, Mastercard and Visa. **Call our office, 636/305-6434 to make payment by credit card.** If you are not sure if you have paid, please call our office.
- BOOK HOTEL ROOM(S)** – (IF NEEDED) – Don't delay...We have a limited number of courtesy room blocks in both Embassy Suites and Ameristar Casino. Embassy Suites is connected to the Convention Center. Ameristar is a short drive from the Convention Center. **DEADLINE FOR ROOM BLOCKS AT BOTH HOTELS (based on availability) IS JULY 12, 2023. SEE HOTEL RESERVATION LINK/CODES FOR BOTH HOTELS ON OUR WEBSITE.** Several other St. Charles hotels with room rates, are listed as well. Once deadlines are past OR the block of rooms is filled, you can still reserve rooms, if available, but at the hotel's regular room rates. **BOOK EARLY TO SECURE YOUR ROOM BEFORE HOTEL ROOMS ARE SOLD OUT.**
- BOOTH SIGNAGE (ONLY if you did NOT provide this in Section 4 on your booth contract)** Please send this information to [annie@electricalboard.org](mailto:annie@electricalboard.org) BEFORE AUGUST 1, 2023. We had emailed those earlier who did NOT provide us with this information. If we do not receive a reply about signage, we will assume you do not need a sign for the Expo. Paramount will be printing signs for 200+ booths, so please let us know before the deadline.
- DON'T HAVE YOUR COMPANY BOOTH NUMBER(S)???** All exhibitors, their booth# and link to their company website are listed on [www.electricalboard.org](http://www.electricalboard.org)

**EXPO PRE-SHOW BROCHURE** - This is a 20 page brochure that is mailed to thousands of prospective attendees showing the current list of exhibitors, booth numbers, floor layout, new product entries (received by April 1<sup>st</sup> deadline) and other show information. Your company will be included in this pre-show brochure.

**WHY NOT COPY/PASTE THE "SAVE THE DATE" (AT BOTTOM OF CHECKLIST) IN YOUR EMAILS TO REMIND CUSTOMERS ABOUT THE UPCOMING EXPO IN AUGUST!!**

**MAY 2023**



- **EXHIBITOR BADGES – ONLINE REGISTRATION ONLY - MAKE SURE SOMEONE AT YOUR COMPANY ENTERS ALL NAMES AND EMAILS FOR EACH PERSON ATTENDING THE SHOW FOR YOUR BOOTH.** Registration will open in mid-April for attendees AND exhibitors. **REGISTER ALL BOOTH PERSONNEL BEFORE AUGUST 1<sup>ST</sup> DEADLINE.** All booth personnel will need these badges to enter the exhibit hall. Save time by entering all names/emails before this August 1<sup>st</sup> deadline.

**PLEASE NOTE:** Each exhibitor will receive a confirmation email showing a QR Code. Each booth personnel will need to bring this QR code (digital or printed letter) to registration area to **SCAN AND PRINT YOUR BADGE onsite.** We will **NOT** preprint exhibitor badges. **NO PHONE REGISTRATIONS OR EMAILS ACCEPTED** for exhibitor or attendee badges.

- **WHAT IS INCLUDED IN BOOTH COST (so you know what additional items you may need to order from Paramount)** **INCLUDED:** set-up of a standard 10x10 booth, a flameproof 8 foot-backdrop (blue, black & yellow drapery); three-foot side spacers; a 7" x 44" sign with your company name and booth number; normal heat, light, ventilation; wi-fi throughout the convention

center; security and aisle cleanup; **BOOTH carpeting;** vacuuming of your booth on morning of show dates **ONLY** and **ONE 120V ELECTRICAL OUTLET.** Blue/black speckled carpet provided in **ALL BOOTHS.**

**\*\*\*IMPORTANT: Booth cost does NOT INCLUDE:\*\* Carpet padding, tables and chairs, additional housekeeping, shipping, additional electrical ARE NOT INCLUDED.** If you need these...**YOU MUST ORDER THEM** with the online exhibitor service kit. (See June checklist.) See June information for Paramount contact information.

**NOTE: Carpet Padding must be ordered prior to the show installation. IT CANNOT BE ORDERED AT SHOW SITE.**

\*\*PARAMOUNT is the official decorator for the show. They will email the decorator kits out in May with a code **TO THE PERSON WHO WAS LISTED AS THE CONTACT ON YOUR COMPANY'S EXPO CONTRACT.** In their packets is also the St. Charles Convention Center services as well. They handle booth cleaning (on off-show dates); additional electrical (one 120V electrical outlet is included) and box lunch options. Booth power is turned on 1 hour prior to each show opening and turned off 30 minutes after closing.

- **ORDER PROMOTIONAL ITEMS to send reminders to your customers...** Tickets, seminar brochures, etc. will be available in May. Seminar information will also be located on our website. Please contact [bill@electricalboard.org](mailto:bill@electricalboard.org) or [annie@electricalboard.org](mailto:annie@electricalboard.org) if you want seminar brochures, tickets, etc. sent to you. We have a 4-slide promotional powerpoint as well if you would like us to email this to you to promote the Expo within your company and to your customers during sales presentations.

EBMI does several mailing and email blasts, but a personal touch to customers can make a difference. Put these dates on your emails and company websites to help promote the Expo. Remind your customers that they can register **ONLINE ONLY** at [www.electricalboard.org](http://www.electricalboard.org). We appreciate your assistance.

- **ELECTRICAL NEEDS** – A 120V, 10 amp is INCLUDED IN BOOTH COST. BUT make sure if you need ADDITIONAL ELECTRICAL for your booth, you order this through St. Charles Convention Center (SCCC), NOT PARAMOUNT. **DEADLINE FOR ADVANCE ELECTRICAL RATES IS 8/7/23.**

- **SEND IN NEW PRODUCT ENTRY FORMS (final deadline of July 1<sup>st</sup>).** **NO exceptions. See forms on website.**

- **LEAD RETRIEVAL (OPTIONAL, but is an additional cost)** When you register your booth personnel IN THE EXHIBITOR REGISTRATION ON WEBSITE, you will see the order form for lead retrieval in your company information. All attendees' badges will be barcoded which allows easy access using the scanner OR mobile app Or Connect options provided by Conexsys.

**Note:** After the Expo, any exhibitor who completes our EXHIBITOR SURVEY will be emailed an Excel listing of attendees (**WITHOUT EMAILS**) AT NO COST. However, EBMI cannot provide emails on this listing. ONLY A PURCHASED SCANNER will give you the email information. That's why many exhibitors prefer to have use of scanners for these shows to collect all attendee contact information including emails so it is provided as an optional service. **\*There are forms to complete for these scanners about your products/services to help you manage better at the Expo. Please take the time to complete those in advance if you order these. DEADLINE FOR ADVANCED RATES IS AUGUST 9<sup>TH</sup>.**

**JUNE 2023**



### Have you ....

- Booked your hotel (if required).** NOTE: **Room blocks are released on July 12<sup>th</sup>** so don't delay if you need to book room(s).
- Registered ALL BOOTH PERSONNEL –[www.electricalboard.org](http://www.electricalboard.org)** – Look for exhibitor registration link.
- Sent payment for booth cost already** – MUST be paid prior to June 15<sup>th</sup>.
- Contacted Show Decorator - Paramount Convention Services for:** additional electrical, carpet padding (CAN ONLY BE PRE-ORDERED—no orders at the Expo), tables and/or chairs, shipping, etc. Blue/black speckled carpet was included in booth cost; however, if you choose a different color carpet or padding, that's an additional charge through Paramount. ALL information was included in exhibitor service kit emailed in MAY to person on your contact. [www.paramountcs.com](http://www.paramountcs.com) You will need the login to place order online that was sent to CONTACT PERSON LISTED ON YOUR EXPO CONTRACT. **If you need this, please email [leverett@paramountcs.com](mailto:leverett@paramountcs.com).** She will need your company name and booth#. **Contact Leigh Everett – 314/621-6677 with questions or to figure out advanced shipping charges. ADVANCE RATE DEADLINE IS August 7th.**

[www.paramountcs.com/exhibitorservices](http://www.paramountcs.com/exhibitorservices).

- SHIPPING** – Contact Paramount if you have questions about shipping charges so you know in advance what your costs will be. ABF first day receiving: JULY 24<sup>TH</sup>. ABF receiving DEADLINE IS **MONDAY, AUGUST 14, 2023** to avoid surcharges. After this deadline, 25% dock fee is added. ALL INFO is in the exhibitor service kit. Shipments to the Convention Center directly CANNOT ARRIVE UNTIL TUESDAY-AUGUST 22, 2023.
- Additional electrical needed (if you need more than ONE 120V, 10 Amp)** – Order online with St. Charles Convention Center (included in your exhibitor service kit) to receive advance rates. **ADVANCE RATE DEADLINE IS August 7th.**
- New Products Entries – JULY 1<sup>ST</sup> IS FINAL DEADLINE (pending availability)** or when 80 product entries have been received. Not accepted after this deadline. NO EXCEPTIONS. SEND IN BEFORE DEADLINE.
- Sent email blasts to your customers** --- reminding them of your booth# and to register online for the Expo.

**JULY 2023**

**DEADLINES THIS MONTH....**



□ **Step Forward Participants ONLY – DEADLINE TO USE SEMINAR COUPONS IS AUGUST 1<sup>ST</sup>.** You may wish to send email reminders early in July to make sure the 10 companies whom you have given seminar coupons have already registered. Remind them that **THOSE COUPONS ARE NOT VALID AT THE EXPO REGISTRATION...THEY CAN ONLY PRE-REGISTER WITH THEM ONLINE.** REMIND THEM...After this deadline, ALL COUPONS ARE VOID!

□ **EXHIBITOR BADGES** - August 1<sup>ST</sup> is deadline. Go to [www.electricalboard.org](http://www.electricalboard.org)

□ **Verify your orders with Paramount (chairs, table) or SCCC (electrical) have been completed – ADVANCE RATE DEADLINE IS AUGUST 1<sup>ST</sup>.** See May checklist for what is INCLUDED AND NOT INCLUDED IN YOUR BOOTH COST AND ALL DEADLINES. If someone else handles this for you, make sure you the person AT THE SHOW receives copy of all shipping information and booth orders on hand. **Look in exhibitor service kit for shipping label information and deadlines. NOTE: Carpet Padding must be ordered prior to the show installation. IT CANNOT BE ORDERED AT SHOW SITE.**

□ **Electrical** – 120V is INCLUDED IN YOUR BOOTH COST. BUT...if you need additional electrical, make sure to contact St. Charles Convention Center – Spectra – 636/669-3011. [www.exhibitorsvs@scmocc.com](mailto:www.exhibitorsvs@scmocc.com). Their information was in the Paramount Decorator packet.

□ **For those bringing cars, trucks, large equipment in your booth** – Make sure you contact Bill Regan ([bill@electricalboard.org](mailto:bill@electricalboard.org)) early. Subject to placement fee by Paramount. We need to know prior to JULY 23<sup>RD</sup> to coordinate with Paramount for early placement on move-in.

□ **Lead Retrieval (optional)** - August 9<sup>th</sup> is deadline for advance rates with Conexsys.

**August 9<sup>th</sup> is deadline for advance rates with Conexsys.**

**AUGUST 2023—**

**CHECK ALL DEADLINES SOON!!!**



□ **ORDER BOX LUNCHES FOR YOUR BOOTH (optional).** This is handled by St. Charles Convention Center (SCCC) and order form/pricing was included in exhibitor service kit. **NO ORDERS TAKEN AT THE EXPO – MUST BE PRE-ORDERED BY AUGUST 17TH.** SCCC is exclusive provider of food/beverages. There will be a concession stand during show hours and a café outside the hall, but know that lines may be long.

□ **NEW PRODUCT SHOWCASE – ONLY FOR THOSE WHO SENT IN ENTRY FORMS PRIOR TO AUGUST 1<sup>ST</sup> DEADLINE!!** You will need to make sure to order ONE of the following listed below (a, b or c) for EACH New Product Entry submitted for this showcase to bring to the Expo with you. If you are not sure if your company submitted an entry, please email [annie@electricalboard.org](mailto:annie@electricalboard.org). Most were confirmed back via email once received.

\*EBMI will only provide a sign under each 8.5" x 11" space on tabletop showing company name, new product name and booth#.

\*A company representative is responsible for placing this in the New Product Area between 10 a.m. and 12:00 noon on Wednesday, August 23<sup>rd</sup>. This is located OUTSIDE of the exhibit hall (near

escalators). **Make sure to assign someone in your company to handle this for you early.** (See choices of a, b or c below)

a) **SIZE: 8.5" x 11" poster board with stand** for attendees to view features/benefits (simple and easy to read is best, along with picture of product). We only have space for this size poster board in this area. If you do larger size, it may be moved out of this area.

b) **Cut-sheet** (okay to use, but sometimes too wordy for attendees/judges to pick up feature) **or short informational sheet of features with product's pictures in plastic sign holder.** EBMI will NOT provide plastic sign holders, so you must supply this if you want it to sit up for attendees ease of reading.

c) **Product itself**, if small enough. (Reminder: **there is NO security and EBMI/Expo management is not responsible for lost items.**)

- Review July checklist as well to be sure all items are completed.**
- Verify with your marketing department, manufacturer or Paramount Convention Services** that booth orders are all complete and person manning booth has all necessary paperwork regarding shipping and other details (orders for chair, tables, etc.)
- Paramount Convention Center - review their checklist for exhibitors on page 3 of their decorator packet.** **MAKE SURE you know what is necessary for the BOOTH PERSONNEL to bring with them for shipping and booth order confirmations.**
- Review rules and regulations in contract brochure and in exhibitor services kit before attending** (booth signs not to exceed 8'; fire codes, etc.)
- Use of non-official contractors (if applicable) – form and certificate of insurance must be on file also for all non-official contractors with Paramount Convention Services.**



***WEEK PRIOR TO THE EXPO – Note: Move in/ Move out details in order to set booth personnel schedules in advance***

**LITERATURE BOXES YOU ARE BRINGING TO THE SHOW YOURSELF...MAKE SURE TO MARK OR LABEL EACH SMALL LITERATURE BOX with correct booth# printed CLEARLY on EACH box in advance so the material handlers can take the SMALL BOXES to your booth.** Distributor Partners are hiring material handlers to assist exhibitors with unloading **SMALL literature boxes** and delivering to your booth **ON TUESDAY ONLY from 1:00-4:30 p.m.** This does **NOT** include booth display OR equipment – only smaller boxes that can be hand-carried. **THERE IS NO CHARGE TO EXHIBITORS for using the material handlers to get small boxes to your booth**, but YOU must have them marked with correct booth#.

1) **MOVE-IN – TUESDAY, AUGUST 22<sup>ND</sup> – ONLY FROM 1:00 p.m.-4:30 p.m.** Must be **INSIDE THE BUILDING NO LATER THAN 4:30 P.M.** because outside doors are locked promptly at 4:30 p.m. Once inside, you can continue to work on booths until 9 p.m., if needed. Lights are turned off at 9 p.m. Most people set up on this day. **\*\*Please understand that Paramount can only begin setup in the hall that morning. They need to set up all booths and unload trucks before exhibitors arrive, so please be patient if your orders are not in your booths when you arrive.**

2) **ADDITIONAL MOVE-IN ON WEDNESDAY, AUGUST 24<sup>TH</sup> – LIMITED TO 8:00 a.m.-10:00 a.m.** By 10:00 a.m. ALL AISLES MUST BE CLEARED OF BOXES/BOOTH ITEMS. NO heavy equipment movement is permitted after 10:00 a.m. If you are NOT completely set, the decorator will install your booth and installation charges will be invoiced to your company. **ALL BOXES MUST BE IN YOUR BOOTH BEFORE 10 a.m. ON WEDNESDAY.**

- 3) **MOVE-OUT ON THURSDAY, AUGUST 24<sup>TH</sup> – AFTER 4:00 p.m. THROUGH 9:00 p.m. Paramount will NOT begin returning empty booth containers before 4:15 p.m.**– Breakdown should NOT occur before 4:00 p.m. on Thursday. While we understand that you are tired by the end of the show, we ask for your patience while attendees are still in exhibit hall. We did shorten the time by 1 hour this year, so please don't break down early. Keep aisles clear of boxes as this allows Paramount to get crates out quicker. **YOU WILL WANT TO SECURE OR TAKE MOST ITEMS ON THURSDAY EVENING, so you maintain control of all booth items.** IMPORTANT: If you have product or other valuables that you cannot take on Thursday, please contact EBMI so they can put them in the show office. BUT...you must remove them by Friday before 10 a.m.
- 4) **For those bringing cars, trucks, large equipment in your booth** – Make sure you contact Bill Regan ([bill@electricalboard.org](mailto:bill@electricalboard.org)) early. Subject to placement fee by Paramount. He will advise you on time to arrive on move-in day. We need to coordinate with Paramount for early placement on move-in.
- 5) **FINAL MOVE-OUT ON FRIDAY, AUGUST 25<sup>TH</sup> – 8:00 a.m. – 10:00 a.m. ONLY** – Almost everyone moves out on Thursday, but if not, you must have your booth completely dismantled and emptied by 10 a.m. on Friday. The SCCC has other shows moving in for the weekend and need this space. Please make appropriate arrangements. If the decorator must do this, you will be charged their fees SO PLEASE COME BY AT 8:00 A.M. TO REMOVE YOUR VEHICLES OR BOOTH MATERIALS if you didn't handle this on Thursday.
- 6) **BRING COPIES OF SHIPPING INFORMATION TO THE EXPO (IF APPLICABLE) -OR EMAIL THIS INFORMATION TO PERSON SETTING UP BOOTH AS THEY WILL NEED THIS INFORMATION** – To make things simpler for PERSON WORKING THE BOOTH, **make sure they have COPIES of all shipping information, including FREIGHT LINE CARRIER, CONFIRMATION NUMBER AND DATE SHIPPED.** (*Many times, if shipments are not in your booth, exhibitors assume it's Paramount's responsibility. ONLY later when checking with manufacturer who shipped it, do they find out they didn't complete shipment on THEIR END. They then must track the shipment.*) Paramount MUST have the above information to track your shipment. **And ALSO ORDER FORM/LABOR FORM – IMPORTANT: If you are missing something in your booth (chair, table, etc.) from your order, please notify Paramount. Any electrical questions will be with St. Charles Convention Center. DO THIS BEFORE THE SHOW OPENS.** Do not wait until AFTER the show to correct any items and verify onsite discrepancies. Union labor will be provided at prevailing rates to exhibitors as outlined in service kit. Straight time will be charged between hours of 8:00 a.m. and 4:30 p.m. Overtime will be charged at other hours.

### **AT THE EXPO (FINAL REMINDERS)**

**TO ACCESS ENTRANCE FOR MOVE-IN** – Bring car around to the back area near LOT C which takes you to the loading docks. You cannot unload a car in the overhead loading dock, so park along the wall adjacent to the loading dock. Only about 15 cars can be in this area at once, so please be patient. A security guard will be posted at OVERHEAD DOOR 3A (tentative door for move-in for now) until 4:30 p.m. when outside doors are closed. **Any small literature boxes (IF YOU HAVE BOOTH# MARKED ON YOUR BOXES) will be brought to your booth by material handlers, which is sponsored by the Expo Distributor Partners. This occurs ONLY ON TUESDAY from 1:00 – 4:30 p.m.**

**NO DOLLEYS IN LOBBY AREAS DURING MOVE-IN AND MOVE-OUT** – **HAND CARRY ONLY IN LOBBY AREA.** Security will stop you, so please use BACK ENTRANCE AT END OF THE SHOW IF USING DOLLEYS.

**BRING COPIES OF BOOTH SHIPPING INFORMATION AND ORDER FORM FOR YOUR BOOTH FROM PARAMOUNT FOR LABOR AND SUPPLIES** See #6 in “Week Prior to the Expo” checklist for details.

**BRING PAPERWORK FOR SHIPMENT OF EXHIBIT AFTER THE SHOW AS WELL.** Don't hesitate to check in with Paramount to make sure all is confirmed for after the show as well.



□ **Shipping after show using other carriers** – If you are using UPS or FEDEX ground, express or air (not freight), the booth personnel must have their shipping label with your account number on each package or they will not take your packages. Paramount’s plain pre-printed labels will NOT work. **An arrangement for pick up by any carrier other than show carrier (ABF) is the responsibility of the exhibitor.**

**\*\*CHANGE ORDERS AT THE EXPO** – These changes will NOT BE HANDLED until all orders placed prior to the show are delivered to the booths. YOUR CHANGE ORDER MAY NOT TAKE PLACE UNTIL WEDNESDAY. Please understand that they are setting up 200+ booths!

**\*\*SIGNS OR BANNERS MAY NOT BE PLACED OUTSIDE THE HALL OR OUTSIDE OF THE ASSIGNED BOOTH SPACE, without prior approval from EBMI. No exhibitor signage or materials may be hung from the ceiling or be higher than 8’ above the floor.**

□ **MAKE SURE TO HAVE QR CODE FOR YOUR EXHIBITOR BADGE – NEW THIS YEAR – BRING THE EMAIL CONFIRMATION WITH QR CODE (either printed or digital) so you can scan/print this for your badge on move-in day** (once Conexsys is set up in the registration area) or during show hours. This was emailed to EACH booth personnel as long as THEY WERE REGISTERED IN ADVANCE. Security will not allow any exhibitor personnel in exhibit hall on show dates without an exhibitor badge.

□ **ONLY IF YOUR ENTRY WAS RECEIVED EARLIER FOR NEW PRODUCT SHOWCASE** - Make sure to have one of the options listed (see August checklist) in this area **OUTSIDE THE EXHIBIT HALL NEAR ESCALATORS** between 10 a.m. and noon on **WEDNESDAY, AUGUST 23<sup>RD</sup>**. Make sure ONE REPRESENTATIVE from your company is in charge of handling this. Many attendees will view this area outside of the hall.

□ **IF YOU ORDERED CONEXSYS LEAD RETRIEVAL (SCANNER OR MOBILE APP)** – Make sure to stop by EBMI registration area and see Conexsys staff on **WEDNESDAY, AUGUST 23<sup>RD</sup>** – **BEFORE THE SHOW BEGINS** to pick up necessary information.

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**Why not copy/paste this in your emails to help promote the expo directly to YOUR CUSTOMERS...**

**SAVE THE DATE!**

The **Electrical Board of Missouri and Illinois**

**ELECTRICAL EXPO**  
August 23-24, 2023

**SHOW HOURS:**  
Wednesday, August 23  
1:00 p.m. – 7:00 p.m.  
Thursday, August 24  
9:00 a.m. – 4:00 p.m.

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

**FREE ADMISSION TO EXPO**  
**FREE PARKING**  
**SEMINARS BOTH DAYS**  
(There is a fee to attend seminars.)

Expo and Seminar online registration begins April 15, 2023.

**IMPORTANT NOTES FOR EXHIBITORS: (PLEASE MAKE SURE ALL BOOTH PERSONNEL RECEIVE INFORMATION BELOW. WE NEED YOU TO PASS THIS ALONG TO THEM.)**

**\*Exhibitor Lounge ON SHOW DAYS ONLY – will be located in Meeting Room 102 (next to EBMI show office).** Will OPEN 1 hour AFTER SHOW OPENS and closes ½ HOUR before it ENDS EACH DAY of the Expo.

Wednesday hours: 2:00 p.m.-6:00 p.m. AND Thursday – 10:00 am. – 3:30 p.m.

Available ONLY TO exhibitor personnel and Expo distributor partners (NO attendees). This is a quiet room to get away for FREE soda, water and snacks, which is sponsored by the Expo Distributor Partners. (You can use exit doors near the Aisle 100 booths, and it will put you right by the exhibitors lounge.

**\*DRESS** – Dress during open show hours varies among exhibitors from our corporate logo shirts to business casual.

**\*Discount for exhibitors** – 15% discount on purchases ONLY at the Compass Café (outside the hall) and St. Charles Grill (concession stand in the hall). Simply show your exhibitor badge to take advantage of the discount.

NOTE: Discount does NOT apply at specialty kiosks or for alcoholic beverages.

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## **SHOW INFORMATION**

**Show hours are: August 23<sup>rd</sup> – 1:00 p.m. – 7:00 p.m.**

**August 24<sup>th</sup> – 9:00 a.m. – 4:00 p.m.**

**St. Charles Convention Center in St. Charles, Missouri**

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**MOVE IN: AUGUST 22<sup>ND</sup> – 1:00 p.m.– 4:30 p.m.** (can stay until 9 p.m. but **MUST BE INSIDE BUILDING** before 4:30 p.m. as outside doors **WILL BE LOCKED.**)

**August 23<sup>rd</sup> - 8:00 a.m. – 11:00 a.m.** (ALL CRATES AND EMPTY BOXES MUST BE OFF SHOW FLOOR BEFORE 11 a.m.)

**\*All freight carriers must check in with Paramount Convention Services no later than 10 a.m. on Friday, August 25, 2023 or your freight will be re-consigned onto the show carrier ABF. Make sure you bring all shipping paperwork with you so you have documentation AT THE SHOW.**

**MOVE OUT: AUGUST 24<sup>th</sup> – 4:15 p.m. – 9:00 p.m.** – Crates will **NOT** be delivered earlier.

(Most vendors will secure all items that night. Please make sure to take any valuables with you on Thursday night.)

**August 25<sup>th</sup> - 8:00 a.m. – 10:00 a.m.** – All final items must be cleared out **BEFORE 10 a.m.**