



Exponent Philanthropy

October 2-3, 2019

Hilton Ballpark

St. Louis, MO

Exhibitor Service Kit

Exhibitor Show Information

Exponent Philanthropy
Hilton Ballpark
St. Louis, MO
October 2-3, 2019

Discount Deadline
Tuesday, September 17, 2019

All orders MUST have a credit card on file.

Booth Equipment:

Each (10'x10') Booth will be provided with 3' high back wall drape, 3' side dividers, (2) padded side chairs, (1) 6' skirted table, (1) wastebasket, and a booth identification sign showing the company name.

Note: The exhibit area is carpeted in the ballrooms carpet.

Show Colors: TBD

Deadlines:

To receive discount prices, we must receive your order, along with a form of payment by **Tuesday, September 17, 2019**. If you are shipping to the advance receiving warehouse, your freight must be received by **Tuesday, September 24, 2019**, to avoid surcharges.

Installation:

Exhibitors may begin setting up their booths on:

Tuesday October 1, 2019 3:00PM – 7:00PM

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

Show Hours:

Wednesday October 2, 2019 10:30AM – 5:30PM

Thursday October 3, 2019 9:00AM – 5:30PM

Dismantling:

Exhibitors must dismantle their booths on:

Thursday October 3, 2019 5:30PM - 7:30PM

***PCS will begin returning empty containers as soon as the show is over.**

***All freight carriers must check in with Paramount Convention Services by 6:30PM on Thursday, October 3, 2019 or your freight will be re-consigned onto the show carrier.**

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

ONLINE ORDERING: www.paramountcs.com/exhibitorservices

REMINDER:


Items requested after the Discount Rate Deadline are not guaranteed to be in stock. In order to secure availability, all orders must be received by the Discount Rate Deadline date.

Show Information



Exhibitor Checklist

To Do Before You Leave for The Show	
Date Completed	Task to be Completed
	Place your orders for equipment/services/labor/electric, etc.
	Arrange for your inbound advance warehouse freight to arrive before the Advance Receiving Deadline or Arrange for your inbound show site freight to arrive during the installation hours.
	Be sure your freight is insured from the time it leaves your place of business until it is returned after the show.
	Make sure shipments are properly labeled *pre-made labels available in Service Kit and at paramountcs.com*.
	Arrange for outbound freight to be picked up before Force Freight Time.

 Bring with You to The Show		
	Your orders	Through Paramount or any other contractor, with confirmation.
	Inbound Freight Information	The carrier, carrier's phone number and tracking numbers for all inbound shipments. Number of items and weight of each one.
	Outbound Shipping Information	Including carrier, destination address and billing information. You may use the show carrier if you do not wish to make other arrangements.
	Outbound Shipping Labels	UPS/FedEx/DHL will not pick up shipments without their labels. Bring these labels with you for each piece that you will be shipping.
	Outbound Pick Up #	FedEx & UPS shipments only.
	Packing Tape	For packing up boxes.
	Shrink Wrap	For securing multiple boxes on a skid.

Exhibitor Checklist





Key Contact List and Discount Rate Deadlines

<u>Category</u>	<u>Company/Phone #/Contact Name</u>	<u>Discount Rate Date</u>
Association	Exponent Philanthropy Alesha Burk – 202-580-6565 alesha@exponentphilanthropy.org	
Booth Cleaning/ Carpet/Floral/ Furniture	Paramount Convention Services 314-621-6677 Leigh Everett leverett@paramountcs.com ONLINE ORDERING: www.paramountcs.com/exhibitorservices	Tuesday, September 17, 2019
Electric	Hilton P: 314-440-1279 F: 888-807-3029 TMELTON@LHMCHOTELS.com	

Credit Card Authorization/Payment Policies

Exponent Philanthropy
Hilton Ballpark
St. Louis, MO
October 2-3, 2019

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All orders MUST have a credit card on file.

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.

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.

Credit Card Authorization

MasterCard Visa Discover American Express

Expiration Date: _____

Credit Card #: _____

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:

Furniture Rental	\$
Table Rental	\$
Carpet Rental	\$
Material Handling	\$
Total Estimated Advance Order	\$

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.

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.

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".

Cardholder Signature _____

Company Name: _____ **Booth#:** _____

Email: _____ **Phone:** _____

Paramount Convention Services Phone: 314-621-6677 Fax: 314-621-6416

Online ordering: www.paramountcs.com/exhibitorservices

Credit Card Authorization/Payment Policies



Third Party Authorization

Exponent Philanthropy
Hilton Ballpark
St. Louis, MO
October 2-3, 2019

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Tuesday, September 17, 2019

All orders MUST have a credit card on file.

Paramount Convention Services Phone: 314-621-6677 Fax: 314-621-6416
Online ordering: www.paramountcs.com/exhibitorservices

Circle which Services are to be invoiced to the Third Party:

ALL SERVICES

RENTAL FURNITURE/CARPET/ACCESSORIES

MATERIAL HANDLING (if circling this service, please fill out the Material Handling Info below")

EXHIBIT LABOR

BOOTH CLEANING

SIGNAGE

FLORAL

OTHER _____

THIRD PARTY COMPANY INFORMATION

Exhibiting Company Name: _____ **Booth #** _____

Third Party Company Name: _____ **Contact Name:** _____

Third Party Billing Address: _____

City, State, Zip: _____

Phone: _____ **Ext.:** _____ **Fax:** _____

Contact's E-Mail: _____

The exhibiting firm is ultimately responsible for payment of all costs incurred on its behalf.

MATERIAL HANDLING INFORMATION

We, the Third Party, agree to pay for the material handling charges for the below shipments.

We also acknowledge if we do not fill out this form in full or provide incorrect information, that we as the Third Party will be responsible for any fees incurred for crediting accounts.

SIGNATURE: _____

Warehouse **Show Site (circle one)**

Carrier: _____ **# of Pieces:** _____ **Estimated Weight:** _____

Contents of Shipment: _____

Warehouse **Show Site (circle one)**

Carrier: _____ **# of Pieces:** _____ **Estimated Weight:** _____

Contents of Shipment: _____

Warehouse **Show Site (circle one)**

Carrier: _____ **# of Pieces:** _____ **Estimated Weight:** _____

Contents of Shipment: _____

This form must be received by the Discount Deadline to ensure correct billing to all parties and must be sent in conjunction with Payment Policies Form.

Third Party Authorization



Furniture Rental

Exponent Philanthropy
Hilton Ballpark
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October 2-3, 2019

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Tuesday, September 17, 2019

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

Chairs

Code	QTY	Description	Discount	Standard
(1002)	___	Black Vinyl Padded Side Chair	\$54.00	\$70.00
(1003)	___	Deluxe Gray Upholstered Padded Side Chair	\$66.00	\$85.80
(1004)	___	Gray Upholstered Arm Chair	\$60.00	\$78.00
(1005)	___	Black Secretarial Chair on Casters	\$58.00	\$75.50
(1007)	___	Gray Upholstered High Stool	\$80.00	\$104.00
(1010)	___	Black Mid Back Leather Sled Chair	\$100.00	\$130.00
(1011)	___	Black High Back Executive Chair on Casters	\$100.00	\$130.00

Miscellaneous Equipment

Code	QTY	Description	Discount	Standard
(1400)	___	Wastebasket	\$18.00	\$23.50
(1401)	___	Tripod Easel	\$26.50	\$30.00
(1402)	___	Bag Holder	\$75.00	\$97.50
(1403)	___	Literature Rack (5 pocket)	\$75.00	\$97.50
(1404)	___	Stanchion (Tensa Barriers)	\$26.50	\$34.25

Special Drape

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

Code	QTY	Description	Discount	Standard
(1200)	___	3' H Side Rails per ft	\$7.50	\$10.75
(1201)	___	8' H Background per ft	\$15.50	\$19.50
(1405)	___	8' Upright and Base	\$20.00	\$26.00
(1408)	___	6'-10' Adjustable Crossbar	\$15.00	\$19.50

6 FOOT MINIMUM ORDER

CIRCLE COLOR: Red Teal White Black Gold Blue Burgundy Gray Hunter Green Purple Navy Blue Berry Peach

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 # _____

Paramount Convention Services Phone: 314-621-6677 Fax: 314-621-6416
Online ordering: www.paramountcs.com/exhibitorservices

Items requested after the Discount Rate Deadline are not guaranteed to be in stock. To secure availability, all orders must be received by the Discount Rate Deadline date.

Furniture Rental



Table Rental

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

Skirted Tables

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

Code	QTY	Draped Tables	Discount	Standard
(1100)	___	4' Table-30" High	\$85.00	\$110.50
(1101)	___	42" Counter High	\$95.00	\$123.50
(1102)	___	6' Table-30" High	\$95.00	\$123.50
(1103)	___	42" Counter High	\$100.00	\$130.00
(1104)	___	8' Table-30" High	\$115.00	\$149.50
(1105)	___	42" Counter High	\$135.00	\$175.50

6' and 8' draped tables are only skirted on 3 sides. Tops of all above tables are covered in white vinyl.

CIRCLE COLOR: Red Seafoam White light Beige Black Gold Royal Blue Burgundy
Silver Plum Violet Hunter Green Navy Blue Berry Peach

Unskirted Tables

Code	QTY	Undraped Tables	Discount	standard
(1106)	___	4' Table-30" High	\$47.50	\$61.75
(1107)	___	42" Counter High	\$57.50	\$74.75
(1108)	___	6' Table 30" High	\$57.50	\$74.75
(1109)	___	42" Counter High	\$67.50	\$87.75
(1110)	___	8' Table 30" High	\$77.50	\$100.75
(1111)	___	42" Counter High	\$87.50	\$113.75

4th Side Drane

Code	QTY	Draping	Discount	Standard
(1112)	___	4 th Side Drape- 30" Tall	\$37.50	\$48.75
(1113)	___	4 th Side Drape 42" Tall	\$42.00	\$54.50

CIRCLE COLOR: Red Seafoam White light Beige Black Gold Royal Blue Burgundy
Silver Plum Violet Hunter Green Navy Blue Berry Peach

Round Pedestal Tables with Black Spandex Cover

Code	QTY	Round Table	Discount	Standard
(1114)	___	30" High Please Circle Diameter Choice: 30" or 36"	\$85.00	\$110.50
(1116)	___	42" High 30" Wide	\$90.00	\$117.00

Table Top Risers

Code	QTY	Risers	Discount	Standard
(1118)	___	6' long table riser	\$36.50	\$47.00
(1119)	___	8' long table riser	\$44.75	\$58.00

TOTAL \$ _____

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Company Name: _____ Booth # _____

Paramount Convention Services Phone: 314-621-6677 Fax: 314-621-6416

Online ordering: www.paramountcs.com/exhibitorservices

Items requested after the Discount Rate Deadline are not guaranteed to be in stock. To secure availability, all orders must be received by the Discount Rate Deadline date.

Table Rental



Carpet Rental

Exponent Philanthropy
Hilton Ballpark
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Tuesday, September 17, 2019

All orders MUST have a credit card on file.

Rental includes installation, front edge taping, and pick up 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.

Standard Carpet

Description	Discount	Standard
_____ 10' x 10'	\$135.00	\$175.50
_____ 10' x 20'	\$270.00	\$351.00
_____ 10' x 30'	\$405.00	\$526.50
_____ 10' x 40'	\$720.00	\$936.00
_____ 10' x 50'	\$900.00	\$1170.00

Please Circle Desired Color:

Red Royal Blue Blue Jay Burgundy Silver Cloud Hunter Green Black Navy Blue

Area Carpet

Booth Size	Discount	Standard
_____ ' x _____ ' = _____ Sq. Ft.	\$2.00 per sq. ft.	\$2.60 per sq. ft.

Please Circle Desired Color:

Red Royal Blue Blue Jay Burgundy Silver Cloud Hunter Green Black Navy Blue

Deluxe Carpet

Please fill out your choice below. There is a minimum order of 100 square feet required for all deluxe carpet orders. Discount prices only apply to orders received with full payment no later than the discount 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	Discount	Standard
_____ ' x _____ ' = _____ sq. ft.	\$3.50 per sq. ft.	\$4.50 per sq. ft.

Please Circle Desired Color:

Charcoal Red Black Navy Hunter Green Silver Cloud Blue Jay Burgundy Nu Blue Beige

Miscellaneous

Description	Discount	Standard
Carpet Pad _____ ' x _____ ' = _____ Sq. ft.	\$1.15 per sq. ft.	\$1.50 per sq. ft.
Visqueen _____ ' x _____ ' = _____ Sq. ft.	\$.50 per sq. ft.	\$.65 per sq. ft.

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 # _____

Paramount Convention Services Phone: 314-621-6677 Fax: 314-621-6416

Online ordering: www.paramountcs.com/exhibitorservices

Items requested after the Discount Rate Deadline are not guaranteed to be in stock. To secure availability, all orders must be received by the Discount Rate Deadline date.

Carpet Rental



Shipping Information

Exponent Philanthropy
Hilton Ballpark
St. Louis, MO
October 2-3, 2019

Advance Receiving Deadline
Tuesday, September 24, 2019

All orders MUST have a credit card on file.

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 #
Paramount Convention Services
5015 Fyler Ave.
St. Louis, MO 63139
For: Exponent Philanthropy

ADVANCE RECEIVING DEADLINE:

Tuesday, September 24, 2019

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

LAST DAY SHIPMENT RECEIVING AT WAREHOUSE WITH SURCHARGE: 9/27/19

Direct Shipments 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
Hilton Ballpark-Archview
1 S. Broadway
St. Louis, MO 63102
For: Exponent Philanthropy

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.

- A credit card **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 co-signed 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 regarding 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) for any reason, your freight will be re-consigned onto our convention carrier.

Paramount Convention Services

Phone: 314-621-6677

Online ordering: www.paramountcs.com/exhibitorservices



Shipping Information

Material Handling

Exponent Philanthropy
Hilton Ballpark
St. Louis, MO
October 2-3, 2019

Advance Receiving Deadline
Tuesday, September 24, 2019

All orders MUST have a credit card on file.

Advance Receiving at Warehouse:

MUST BE RECEIVED BY: Tuesday, September 24, 2019

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 = (hundred lbs) X	CWT	RATE	Estimated Total
Shipments received at the warehouse before deadline date, then handled in and out of booth on Straight Time / Over Time	Lbs/100	CWT	\$80.00 per CWT	\$
Shipments received at the warehouse between 9/25-27/19 then handled in and out of booth on Straight Time / Over Time	Lbs/100	CWT	\$100.00 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 on Straight Time / Over Time	Lbs/100	CWT	\$85.00 per CWT	\$
Shipments received at the warehouse between 9/25-27/19 WITHOUT a bill of lading on Straight Time / Over Time	Lbs/100	CWT	\$106.25per CWT	

***ABSOLUTELY NO SHIPMENTS ACCEPTED AT WAREHOUSE AFTER: 9/27/19**

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 = (hundred lbs) X	CWT	RATE	Estimated Total
Shipments received at show site during installation times, then handled in and out of booth on Straight Time / Over Time	Lbs/100	CWT	\$85.00 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 on Straight Time / Over Time	Lbs/100	CWT	\$90.00 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.**

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. Over-time is 4:30 – 6:30pm & 6:00-8:00am Mon-Friday and 8:00am-6:30pm on Saturdays. Double-time is 6:30pm-6:00am on Monday-Friday, 6:30pm – 8:00am on Saturday and all day Sundays, and Holidays.

Material Handling Rates and Charges:

Rates apply to each 100-pound increment, with a minimum charge of 200 lbs. per shipment. The weights 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.

Material Handling



Off Date Delivery Fees:

Any warehouse shipment not received by the advance receiving deadline date and any direct shipment received before the first exhibitor move in date or 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.

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.

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.

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.

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 if the requested carrier fails to check in at the service desk by the designated time.

Limits of Liability:

After exhibits or materials are placed in the booth, Paramount Convention Services will not be responsible for condition, count, or content until 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.

Paramount Convention Services will not be responsible for damage to uncrated and/or un-skidded exhibit material, nor for concealed damage to materials.

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.

Be sure your freight is insured from the time it leaves your place of business until it is returned after the show.

Paramount Convention Services

Phone: 314-621-6677 Fax: 314-621-6416

Online ordering: www.paramountcs.com/exhibitorservices



Paramount Convention Services

R U S H

DO NOT DELAY

ABF FIRST DAY RECEIVING: September 2, 2019 – open Monday-Friday – 8AM-4PM
ABF WAREHOUSE RECEIVING DEADLINE: September 24, 2019
ANY SHIPMENT ARRIVING AFTER THIS DATE IS SUBJECT TO A 25% DOCK FEE
ON MATERIAL HANDLING CHARGES.
LAST DAY SHIPMENTS RECEIVED AT WAREHOUSE: September 27, 2019

To: _____
(Name of Exhibiting Company)

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

WAREHOUSE

EVENT: Exponent Philanthropy
BOOTH # _____
NUMBER _____ OF _____ PCS
CARRIER: _____

Paramount Convention Services

R U S H

DO NOT DELAY

ABF FIRST DAY RECEIVING: September 2, 2019 – open Monday-Friday – 8AM-4PM
ABF WAREHOUSE RECEIVING DEADLINE: September 24, 2019
ANY SHIPMENT ARRIVING AFTER THIS DATE IS SUBJECT TO A 25% DOCK FEE
ON MATERIAL HANDLING CHARGES.
LAST DAY SHIPMENTS RECEIVED AT WAREHOUSE: September 27, 2019

To: _____
(Name of Exhibiting Company)

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

WAREHOUSE

EVENT: Exponent Philanthropy
BOOTH # _____
NUMBER _____ OF _____ PCS
CARRIER: _____

Paramount Convention Services

R U S H

DO NOT DELAY

CANNOT ARRIVE UNTIL – Tuesday, Oct. 1, 2019

To: _____

(Name of Exhibiting Company)

c/o Paramount Convention Services

Hilton Ballpark

Archview

1 S. Broadway

St. Louis, MO 63102

For: Exponent Philanthropy

SHOWSITE

BOOTH # _____

NUMBER _____ OF _____ PCS

CARRIER: _____

Paramount Convention Services

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To: _____

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c/o Paramount Convention Services

Hilton Ballpark

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1 S. Broadway

St. Louis, MO 63102

For: Exponent Philanthropy

SHOWSITE

BOOTH # _____

NUMBER _____ OF _____ PCS

CARRIER: _____

Pre-Printed Outbound Material Handling Agreement And Outbound Label Request

Company Name:	Booth #
Show Name:	

Complete this form for pre-printed outbound material handling documents and shipping labels. Send this to Paramount prior to the show installation. Or you can fill this form out online with your login and password.

ONE FORM FOR EACH DESTINATION.

STEP 1. SHIP TO ADDRESS:

Company Name:	C/O:	Booth #	
Street Address:			
City:	State:	Zip Code:	Country:
Number of plain labels for this destination:			

Complete only if shipping to another show	Show:	Booth #
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STEP 2. CARRIER:

<input type="checkbox"/> ABF (Show Carrier)	<input type="checkbox"/> OTHER _____ (Please provide name of carrier)
In the event your selected carrier fails to show by the check in time listed in the service kit, your freight will be re-consigned to the show carrier.	
Please fill out if your return freight is time sensitive. Date Needed _____ Phone _____	

STEP 3. FREIGHT CHARGES CONTACT:

Company Name:	Attention:	Phone:	
Email:			
Street Address:			
City:	State:	Zip Code:	Country:

Show site Instructions: Once your shipment is packed and ready to be picked up, please return the 4 copy outbound material handling form that we put in your booth at the show site to the Paramount Service Desk. Verify the piece count, weight and that the signature is on the outbound material handling order form prior to shipping out. Shipments without paperwork turned in will be forced onto the show carrier at the exhibitor's expense.

If you are shipping out using UPS or FedEx ground, express or air, (not freight) you must have their shipping label with your account number on each package or they will not take your packages.

PARAMOUNT'S PRE-PRINTED LABELS WILL NOT WORK FOR FEDEX OR UPS

An arrangement for pick-up by any carrier other than our show carrier (ABF) is the responsibility of the exhibitor.

Paramount Convention Services Online ordering: www.paramountcs.com/exhibitorservices
Phone: 314-621-6677 Fax: 314-621-6416

Outbound Material Handling



Intent To Use Non-Official Contractor

Exponent Philanthropy
Hilton Ballpark
St. Louis, MO
October 2-3, 2019

DUE DATE: Tuesday, September 17, 2019

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 Tuesday, September 17, 2019. **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 **Tuesday, September 17, 2019.**
No extensions or exceptions will be granted after the published deadline. Please note that Certificate must list Paramount Convention Services, Exponent Philanthropy, Hilton Ballpark 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: Tuesday, September 17, 2019

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 "show site" representative _____ phone # _____

Type of Service to be provided _____

Intent To Use Non-Official Contractor



Non-Official Contractors' Rules and Regulations

Exponent Philanthropy
Hilton Ballpark
St. Louis, MO
October 2-3, 2019

DUE DATE: **Tuesday, September 17, 2019**

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 (Tuesday, September 17, 2019). For your convenience, you may fax the form to (314) 621-6416.

Liability "Certificate of Insurance" form which names Paramount Convention Services, Inc., Exponent Philanthropy, Hilton Ballpark, 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 (Tuesday, September 17, 2019), 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.

Non-Official Contractor Rules & Regs



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 show freight regardless of the material handling form being submitted, advance or show site delivery and regardless of if freight is designated as in care of Paramount or not; and the exhibitor will be liable for all appropriate charges as described on the material handling form, as well as all storage fees, if any charged by the facility for items delivered and accepted prior to scheduled move in date

Thank you!



FIRE PREVENTION BUREAU

EXHIBIT HALL FIRE REGULATIONS

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 Marshal.
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 cannot 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.



Hilton St. Louis at the Ballpark

Exhibitor Electrical and Audio Visual Order Form

1 South Broadway
St. Louis, MO 63102

Fax Completed forms to 888-807-3029



Tradeshow Information		Company Information	
Tradeshow / Event		Company Name	
Event Dates		Mailing Address	
Show Opening Date	Time	City, State & Zip	
Equipment Removal Date	Time	Phone	Fax
Booth Location / Number		Email	
On-Site Contact			

ELECTRICAL SERVICE

	QTY	Unit Price	Days	Total
Basic Electrical Service		\$ 25.00		
<i>Includes Shared 120V / 20A service, extension cord run to your booth</i>				
Dedicated 120V / 20A Service		\$ 150.00		
Power Strip		\$ 15.00		
Payment Type: <input type="checkbox"/> Bill to Guest Room <input type="checkbox"/> Company Check <input type="checkbox"/> Credit Card				
<i>*** Special Electrical Services Available Upon Request ***</i>				

INTERNET

	QTY	Unit Price	Days	Total
Wired Internet - Initial Connection		\$ 150.00		
Wired Internet - Additional Connection(s)		\$ 50.00		
Wireless Internet - Initial Connection		\$ 125.00		
Wireless Internet - Additional Connections		\$ 25.00		
Analog Phone Line		\$ 145.00		

LCD Monitor

	QTY	Unit Price	Days	Total
24" LCD Monitor w/Table Top Stand		\$ 100.00		
32" LCD Monitor w/Table Top Stand		\$ 150.00		
46" LCD Monitor w/Floor Stand		\$ 215.00		
60" LCD Monitor w/Floor Stand		\$ 325.00		

Payment Information

**Additional Services Available. Call 314-440-1279 or email
TMELTON@LHMCHOTELS.com for
Pricing**

Tax & Service Charge subject to change without notice

Equipment and Service Total	
24% Service Charge	
Subtotal	
Tax (11.679%)	
Total Payment Due	

Payment Type: <input type="checkbox"/> Bill to Guest Room <input type="checkbox"/> Company Check <input type="checkbox"/> Credit Card		
Guest Room or Credit Card Billing Name		
Credit Card Number	Exp. Date	Security Code
Credit Card Type: <input type="checkbox"/> Discover <input type="checkbox"/> Visa <input type="checkbox"/> Master Card <input type="checkbox"/> American Express		

Signature of Card Holder or Hotel Guest

Date