



2012 AEA  
Industry Exhibition

April 17-18, 2012

Nutter Field House  
Fort Leonard Wood, MO

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Exhibitor Service Kit

## Exhibitor Show Information

2012 AEA Industry Exhibition  
Nutter Field House  
Fort Leonard Wood  
April 17-18, 2012

Advance Order Deadline  
Monday, April 2, 2012

**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 7' x 44" booth identification sign showing the company name.

**Note: The exhibit area is NOT carpeted. IT IS REQUIRED THAT YOUR BOOTH SPACE BE CARPETED.** If you would like to rent carpet, please refer to the carpet rental order form in this exhibitor kit. If you are bringing you own carpet, please refer to the Exhibit Labor Order Form.

### Advance Deadlines:

In order to receive advance prices, we must receive your order, along with a form of payment by **Monday, April 2, 2012**. If you are shipping to the advance receiving warehouse, your freight must be received by **Monday, April 9, 2012**, in order to avoid surcharges.

### Installation:

Exhibitors may begin setting up their booths on:

Monday April 16, 2012 NOON-5:00PM

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

### Show Hours:

Tuesday April 17, 2012 8:00AM-9:00PM  
Wednesday April 18, 2012 8:00AM-5:00PM

### Dismantling:

Exhibitors must dismantle their booths on:

Thursday April 19, 2012 7:00AM-NOON

**\*All freight carriers must check in at the Paramount Convention Services service desk by 10:00AM on Thursday, April 19, 2012 or your freight will be re-consigned onto the show carrier.**

**\*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 100 S. Cartage Rd. Strafford, MO 65757 For: 2012 AEA Industry Exhibition	Advance Receiving Deadline <b>Monday, April 9, 2012</b>
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**\*\*\*ALL FREIGHT must be received at the warehouse NO LATER than **Monday, April 9, 2012 at 3:00pm.****

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

**PARAMOUNT**  
CONVENTION SERVICES, INC.

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

[www.paramountcs.com](http://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	Army Engineer Association Julius Nutter, flw@armyengineer.com P: 573.329.6678	N/A
Furniture	Paramount Convention Services 314-621-6677 – Michelle Crump mcrump@paramountcs.com	Monday, April 2, 2012
Carpet	Paramount Convention Services 314-621-6677 – Michelle Crump mcrump@paramountcs.com	Monday, April 2, 2012
Booth Cleaning	Paramount Convention Services 314-621-6677 – Michelle Crump mcrump@paramountcs.com	Monday, April 2, 2012
Floral	Paramount Convention Services 314-621-6677 – Michelle Crump mcrump@paramountcs.com	Monday, April 2, 2012

# Credit Card Authorization / Payment Policies

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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.

## 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:

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

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

**Paramount Convention Services**  
**Credit Card Authorization / Payment Policies**



# Furniture Rental Order Form

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## Quality Rental Furnishings

Code	QTY	Description	Advance Rates	Floor Rates
(1001)	___	Gray Upholstered Padded Side Chair	\$35.20	\$46.20
(1002)	___	Black Vinyl Padded Side Chair	\$35.20	\$46.20
(1004)	___	Black Secretarial Chair on Casters	\$44.00	\$52.80
(1005)	___	Gray Upholstered Arm Chair	\$46.20	\$59.95
(1007)	___	Gray Upholstered High Stool	\$75.00	\$90.00
(1010)	___	Black Mid Back Leather Sled Chair	\$88.00	\$110.00
(1011)	___	Black High Back Executive Chair on Casters	\$88.00	\$110.00

## Miscellaneous Equipment

Code	QTY	Description	Advance Rates	Floor Rates
(1400)	___	Wastebasket	\$13.20	\$17.05
(1401)	___	Tripod Easel	\$16.50	\$22.00
(1402)	___	Bag Holder	\$63.80	\$83.05
(1403)	___	Literature Rack (5 pocket)	\$86.35	\$104.50
(1404)	___	Stanchion	\$12.10	\$15.40
(1405)	___	Stanchion Rope (Blue)	\$8.80	\$11.55

## Special Drape

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

Code	QTY	Description	Advance	Floor
(1200)	___	3' H Side Rails per ft	\$5.50	\$7.70
(1201)	___	8' H Background per ft	\$11.00	\$14.30

\*\*\*6 FOOT MINIMUM ORDER\*\*\*

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

**REMINDER:**  
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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)

# Table Rental Order Form

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## Display Tables & Table Draping

Code	QTY	Draped Tables	Advance Rates	Floor Rates
(1100)	___	4' Table-30" High	\$69.30	\$90.20
(1101)	___	42" Counter High	\$80.30	\$114.50
(1102)	___	6' Table-30" High	\$82.50	\$106.70
(1103)	___	42" Counter High	\$93.50	\$116.60
(1104)	___	8' Table-30" High	\$102.30	\$127.60
(1105)	___	42" Counter High	\$121.00	\$150.70

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 Seafoam White Bright White light Beige Black Gold Royal Blue  
Burgundy Silver Plum Violet Hunter Green Navy Blue Berry Peach

## Undraped Tables

Code	QTY	Undraped Tables	Advance Rates	Floor Rates
(1106)	___	4' Table-30" High	\$41.80	\$51.70
(1107)	___	42" Counter High	\$52.80	\$66.00
(1108)	___	6' Table 30" High	\$55.00	\$68.20
(1109)	___	42" Counter High	\$66.00	\$78.10
(1110)	___	8' Table 30" High	\$74.80	\$89.10
(1111)	___	42" Counter High	\$93.50	\$112.20

## 4<sup>th</sup> Side Drape

Code	QTY	Draping	Advance Rates	Floor Rates
(1112)	___	4 <sup>th</sup> Side Drape- 30" Tall	\$27.50	\$38.50
(1113)	___	4 <sup>th</sup> Side Drape 42" Tall	\$27.50	\$38.50

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

## Round Pedestal Tables

Code	QTY	Round Table	Advance Rates	Floor Rates
(1114)	___	30" High	\$75.90	\$97.90
(1116)	___	42" High 30" Wide	\$86.90	\$112.20

Please Circle Diameter Choice: 30" or 36"

## Table Top Risers

Skirted in white on all four sides

Code	QTY	Risers	Advance Rates	Floor Rates
(1117)	___	4' long table riser	\$28.00	\$36.50
(1118)	___	6' long table riser	\$35.00	\$45.00
(1119)	___	8' long table riser	\$43.00	\$56.00

TOTAL \$ \_\_\_\_\_

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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.

# Carpet Rental Order Form

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**All orders MUST have a credit card authorization form 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

QTY	Description	Advance Rates	Floor Rates
_____	9' x 10'	\$120.00	\$156.00
_____	9' x 20'	\$240.00	\$312.00
_____	9' x 30'	\$360.00	\$468.00

Please Circle Desired Color:

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

## Area Carpet

Booth Size	Advance Rates	Floor Rates
_____ ' x _____ ' = _____ Sq. Ft.	\$2.10 per sq. ft.	\$2.75 per sq. ft.

Please Circle Desired Color:

Red    Royal Blue    Teal    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. 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.	\$3.19 per sq. ft.	\$4.13 per sq. ft.

Please Circle Desired Color:

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

## Miscellaneous

Description	Advance Rates	Floor Rates
Carpet Pad _____ ' x _____ ' = _____ Sq. ft.	\$.80 per sq. ft.	\$1.05 per sq. ft.
Visqueen _____ ' x _____ ' = _____ Sq. ft.	\$.41 per sq. ft.	\$.55 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:**  
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Paramount Convention Services  
 Carpet Rental Order Form

# Specialty Furniture Rental Order Form

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## CUSTOM FURNITURE

Code	QTY	Description	Advance Rates	Floor Rates
(1500)	___	Desk Lamp	\$25.00	\$32.50
(1501)	___	Table Lamp	\$40.00	\$52.00
(1502)	___	Floor Lamp	\$50.00	\$65.00
(1503)	___	End Table	\$75.00	\$97.50
(1504)	___	Coffee Table	\$85.00	\$110.50
(1505)	___	Coat Rack on wheels with 25 Hangers	\$40.00	\$52.00
(1506)	___	2 Drawer Locking File Cabinet	\$60.00	\$78.00
(1507)	___	2 Door Locking Cabinet (5' Tall)	\$80.00	\$104.00
(1508)	___	Sofa	\$400.00	\$520.00
		<b>Color (Circle One) Beige Chocolate Black</b>		
(1509)	___	Lounge Chair	\$225.00	\$292.50
		<b>Color (Circle One) Beige Chocolate Black</b>		
(1510)	___	30" Tall Refrigerator	\$75.00	\$97.50
(1511)	___	Raffle Drum	\$65.00	\$84.50
(1512)	___	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](http://www.paramountcs.com)

Total \$ _____
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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:**  
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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

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## Shelves/Gondolas

Code	QTY	Description	Advance Rates	Floor Rates
(2300)	_____	One Sided Free Standing Gondola	\$172.75	\$224.60
(2301)	_____	Double Sided Free Standing Gondola	\$231.00	\$300.30
(2302)	_____	1 Meter Straight Shelf (for use w/rental unit only)	\$47.50	\$61.75
(2303)	_____	1 Meter Angled Shelf (for use w/rental unit only)	\$47.50	\$61.75

## Display Panels

Code	QTY	Description	Advance Rates	Floor Rates
(2400)	_____	Velcro Board 38" x 92" Vertical	\$140.00	\$182.00
(2401)	_____	Poster Board 4' x 8' Horizontal	\$110.00	\$143.00

## Counters

Code	QTY	Description	Advance Rates	Floor Rates
(2500)	_____	1 Meter x 1/2 Meter	\$220.00	\$286.00
(2501)	_____	2 Meters x 1/2 Meter	\$264.00	\$343.00
(2502)	_____	1 Meter Radius x 1/2 Meter	\$186.00	\$371.00

**\*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
(2600)	_____	Stem Light (for use w/rental unit only)	\$38.50	\$50.05
(2601)	_____	Track Light (4 Feet)	\$154.00	\$200.00

**TOTAL \$** \_\_\_\_\_

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Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
 Address: \_\_\_\_\_ City, State, and Zip: \_\_\_\_\_  
 By: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Signature) (Please Print)

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Paramount Convention Services

# Security Form

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## ATTENTION

**Due to the heightened security level on Fort Leonard Wood, all freight must be received at the Advance Receiving Warehouse.**

**To ship large displays for the outside exhibit area, they cannot arrive prior to April 13, 2012. Security will not allow you to enter the base before this date.**

\_\_\_\_\_  
Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

By: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature) (Please Print)

# Priority Empty Return & Accessible Storage Order Form

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## 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 (3000).....\$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 (3002):** \$100.00 base charge per piece plus one hour (minimum) labor charge per delivery.

### Labor Rates:

Straight Time: (one hour minimum per man).....\$50.00

8:00 a.m. – 4:30 p.m. Monday - Friday

Overtime: (one hour minimum per man).....\$90.00

**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)



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

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

Accessible Storage & Priority Empty Return

# Material Handling Order Form

2012 AEA Industry Exhibition  
 Nutter Field House  
 Fort Leonard Wood  
 April 17-18, 2012

Advance Receiving Deadline  
 Monday, April 9, 2012

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



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**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 Description	Shipment Weight / 100	CWT (hundred lbs)	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	\$58.00 per CWT	\$
Shipments received at the warehouse by an air carrier such as UPS, FedEx, etc. or any shipment received <b>WITHOUT</b> a bill of lading	Lbs/100	CWT	\$68.00 per CWT	\$

**Advance Receiving Deadline -  
 Monday, April 9, 2012**

**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. 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 any time before 8:00 a.m. and after 4:30 p.m. on weekdays and all hours Saturdays, Sundays, and Holidays.

**C. 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. (3062)

## 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)	(3063)	\$150.00 per hr.	(3064)	\$200.00 per hr.	(One-hour minimum)
Material Handler	(3065)	\$50.00 per hr.	(3066)	\$90.00 per hr.	(One hour minimum)

### Banding (3067)

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 (3068)</u>	<u>Overtime (3069)</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

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.

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.**

---

**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)



# 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

2012 AEA Industry Exhibition  
Nutter Field House  
Fort Leonard Wood  
April 17-18, 2012

Advance Receiving Deadline  
Monday, April 9, 2012

All orders **MUST** have a credit card authorization form 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 #  
C/O Paramount Convention Services  
ABF  
100 S. Cartage Rd.  
Strafford, MO 65757  
For: 2012 AEA Industry Exhibition

**ADVANCE RECEIVING DEADLINE:**  
**Monday, April 9, 2012**

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

- 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)



5015 Fyler Ave.  
St. Louis, MO 63139

(314) 621-6677 phone  
(314) 621-6416 fax  
[www.paramountcs.com](http://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  
Shipping Information

Paramount Convention Services

**R U S H**

*DO NOT DELAY*

To: \_\_\_\_\_

(Name of Exhibiting Company)

c/o: Paramount Convention Services

ABF

100 S. Cartage Rd.

Strafford, MO 65757

**WAREHOUSE**

EVENT: 2012 AEA Industry Exhibition

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

100 S. Cartage Rd.

Strafford, MO 65757

**WAREHOUSE**

EVENT: 2012 AEA Industry Exhibition

BOOTH # \_\_\_\_\_

NUMBER \_\_\_\_\_ OF \_\_\_\_\_ PCS

CARRIER:

The above labels are provided for your convenience. Place one on each piece shipped to ensure proper delivery. If more labels are needed, copies are acceptable.

# Exhibit Labor Order Form

2012 AEA Industry Exhibition  
Nutter Field House  
Fort Leonard Wood  
April 17-18, 2012

Advance Order Deadline  
Monday, April 2, 2012

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



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### Exhibit Straight Labor Request:

	Advance Rates	Floor Rates
Straight Time: (One hour minimum per man) 8:00 a.m. – 4:30 p.m. Monday through Friday	\$50.00	\$62.50
Overtime: (One hour minimum per man) 4:30 p.m. – 8:00 a.m. Monday through Friday, all Saturdays, Sundays, and Holidays.	\$90.00	\$100.00

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

**REMINDER:**  
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### 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 based on arrival of materials. 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

### DISMANTLE:

# of men	approx. hours	Date	Day of week

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)

Paramount Convention Services

Exhibit Labor Order Form

## Key Information

2012 AEA Industry Exhibition  
Nutter Field House  
Fort Leonard Wood  
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Monday, April 2, 2012

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

Paramount Convention Services  
Key Information

**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)



# Sign Service Order Form

2012 AEA Industry Exhibition  
Nutter Field House  
Fort Leonard Wood  
April 17-18, 2012

Advance Order Deadline  
Monday, April 2, 2012

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

## QUALITY DIGITAL PRINTING WITH LOGOS AND WORDING AT THESE SPECIAL PRICES

Please forward special logos or graphics to [signshop@paramountcs.com](mailto:signshop@paramountcs.com)

Code	Quantity	Size	Advance Rates	Floor Rates
(5000)	_____	7" x 11"	\$25.00	\$38.00
(5001)	_____	11" x 14"	\$30.00	\$45.00
(5002)	_____	7" x 44"	\$32.00	\$48.00
(5003)	_____	14" x 22"	\$40.00	\$60.00
(5004)	_____	22" x 28"	\$48.00	\$72.00
(5005)	_____	28" x 44"	\$77.00	\$105.00
(5006)	_____	40" x 60"	\$150.00	\$195.00
(5007)	_____	39" x 92"	\$225.00	\$292.00

### OPTIONAL SERVICES

(5008) Easel back applied to sign -\$10.00 per sign

(5009) 22x28 Sign holder \$48.00

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

Subtotal \$	_____
Tax 8.491% \$	_____
Total \$	_____

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

### 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

# Floral Service Order Form

2012 AEA Industry Exhibition  
Nutter Field House  
Fort Leonard Wood  
April 17-18, 2012

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## PLANT RENTALS

Code	Quantity	Description	Advance Rates	Floor Rates
(6000)	_____	2' - 3' Tropical Plant	\$35.00	\$43.75
(6001)	_____	4' - 5' Tropical Plant	\$55.00	\$68.75
(6002)	_____	5' - 6' Tropical Plant	\$72.00	\$90.00
(6003)	_____	6' - 8' Tropical Plant	\$112.00	\$140.00
(6004)	_____	Ferns ( <b>circle one</b> ) Floor / Hanging	\$35.00	\$43.75

All containers for tropical plants will be provided in black

## FLOWERING PLANTS AND FLORAL ARRANGEMENTS (PURCHASE ONLY)

Code	Quantity	Description	Advance Rates	Floor Rates
(6005)	_____	Flowering Mum Plant ( <b>circle one</b> ) Yellow / White / Pink / Burgundy	\$25.00	\$31.25
(6006)	_____	Small Cut Flower Arrangement	\$60.00	\$87.50
(6007)	_____	Medium Cut Flower Arrangement	\$90.00	\$131.25
(6008)	_____	Large Cut Flower Arrangement	\$150.00	\$187.50

**\*\*COLOR DESIRED (Cut Flower Arrangement Only)**

Yellow    White    Lavender    Rust    Blue    Pastels

Colors and availability may vary depending upon season and location.

**Cancellation policy: Items or services cancelled less than 48 hours prior to first day of move in will be charged 50% of original price, once installation has begun no refunds will given for floral services.**

**ORDERS MADE AT SHOW SITE CANNOT BE GUARANTEED!**

**RENTAL PLANTS NOT IN BOOTH AT CLOSE OF SHOW WILL BE CHARGED AT TWICE THE RENTAL PRICE.**

Subtotal \$	_____
Tax 8.491% \$	_____
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  
Floral Service Order Form



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

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

Paramount Convention Services

## UNION JURISDICTION RULES

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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*

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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 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.