



SIMA

June 27-28, 2024

David L. Lawrence  
Convention Center

Pittsburgh, PA

# Exhibitor Service Kit

## Exhibitor Show Information

SIMA  
David L. Lawrence Convention Center  
Pittsburgh, PA  
June 27-28, 2024

Discount Deadline  
Monday, June 10, 2024

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

**Booth Conduct:** All activities must be carried on in Exhibitor's contracted exhibit space.

### Booth Equipment:

Each (10'x10') Booth will be provided with 8' high back wall drape, 3' side dividers, and a booth identification sign showing the company name plus your choice of furnishing package – (1) 6' black skirted table, (2) padded side chairs, and (1) wastebasket or (1) highboy table, (1) high chair, and (1) wastebasket. See [www.sima.org/ResourceCenter](http://www.sima.org/ResourceCenter) to learn how to make your selections.

The exhibit area is not carpeted. Show Colors: Royal Blue & White

### Deadlines:

To receive discount prices, we must receive your order, along with a form of payment by **Monday, June 10, 2024**. If you are shipping to the advance receiving warehouse, your freight must be received by **Monday, June 17, 2024**, to avoid surcharges.

### Installation:

#### EXHIBITOR INSTALL FOR BOOTHS 400 sq.ft. OR LARGER:

Tuesday June 25, 2024 8:00AM – 5:00PM

#### EXHIBITOR INSTALL FOR BOOTHS LESS THEN 400 sq.ft.:

Tuesday June 25, 2024 Noon – 5:00PM

Wednesday June 26, 2024 8:00AM – 5:00PM

Thursday June 27, 2024 8:00AM – 10:00AM

### Show Hours:

Thursday June 27, 2024 11:45AM – 5:15PM

Friday June 28, 2024 9:45AM – 12:45PM

### Dismantling:

Exhibitors must dismantle their booths on:

Friday June 28, 2024 12:45PM - Midnight

**This is a friendly reminder that per exhibitor terms and conditions, exhibitors may not tear down early. A penalty fee of \$250 will be assessed to any exhibitor that breaks down prior to 12:45PM (time of floor closing) without written permission from Show Management (SIMA). Any exhibitor who incurs a breakdown fee will not be allowed to exhibit with SIMA for the following year until the \$250 USD penalty is paid in full.**

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

**\*All freight carriers must check in with Paramount Convention Services by 10:00PM, Friday, June 28, 2024 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](mailto:leverett@paramountcs.com) with any questions or concerns!

**ONLINE ORDERING:** [www.paramountcs.com/exhibitorservices](http://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





## Key Contact List and Discount Rate Deadlines

<u>Category</u>	<u>Company/Phone #/Contact Name</u>	<u>Discount Rate Date</u>
Association	Snow & Ice Management Association Heather Carew 262-236-9953 <a href="mailto:heather@sima.org">heather@sima.org</a> COMPLIMENTARY ITEM SELECTIONS: <a href="http://www.sima.org/ResourceCenter">www.sima.org/ResourceCenter</a>	
Carpet/Furniture/ Sign Hanging	Paramount Convention Services Leigh Everett - 314-621-6677 <a href="mailto:leverett@paramountcs.com">leverett@paramountcs.com</a> ONLINE ORDERING: <a href="http://www.paramountcs.com/exhibitorservices">www.paramountcs.com/exhibitorservices</a>	Monday, June 10, 2024
Electric Booth Cleaning Internet <b>Steel Plates</b>	David L. Lawrence Convention Center Exhibitor Services Department - 412-325-6102 <a href="mailto:Exhibitorservices@pittsburghcc.com">Exhibitorservices@pittsburghcc.com</a> Please click on the link to place your order now: <a href="http://www.pittsburghcc.com/exhibitors/exhibitor-services/">http://www.pittsburghcc.com/exhibitors/exhibitor-services/</a> (Please click on link for load capacities)	15 days prior to first exhibitor move in

# Credit Card Authorization/Payment Policies

SIMA  
David L. Lawrence Convention Center  
Pittsburgh, PA  
June 27-28, 2024

Discount Deadline  
Monday, June 10, 2024

**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	\$
Specialty Furniture	\$
Rental Unit	\$
Accessories	\$
Priority / Accessible Storage	\$
Exhibit Labor	\$
Hanging Sign	\$
Sign Service	\$
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](http://www.paramountcs.com/exhibitorservices)**

Credit Card Authorization/Payment Policies



# Third Party Authorization

SIMA  
David L. Lawrence Convention Center  
Pittsburgh, PA  
June 27-28, 2024

Discount Deadline  
Monday, June 10, 2024

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

**Email form to: [leverett@paramountcs.com](mailto:leverett@paramountcs.com)**

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.

## EXHIBITING COMPANY APPROVAL

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**Third Party Authorization**



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

# Furniture Rental

SIMA  
David L. Lawrence Convention Center  
Pittsburgh, PA  
June 27-28, 2024

Discount Deadline  
Monday, June 10, 2024

All orders MUST have a credit card on file.

\*Photographs of these items can be found at [www.paramountcs.com/exhibitorservices](http://www.paramountcs.com/exhibitorservices)

## Chairs

Code	QTY	Description	Discount	Standard
(1002)	___	Black Vinyl Padded Side Chair	\$46.00	\$60.00
(1003)	___	Deluxe Gray Upholstered Padded Side Chair	\$102.00	\$133.00
(1004)	___	Gray Upholstered Arm Chair	\$72.00	\$93.00
(1005)	___	Black Secretarial Chair on Casters	\$61.00	\$79.00
(1007)	___	Gray Upholstered High Stool	\$83.00	\$107.00
(1010)	___	Black Mid Back Leather Sled Chair	\$99.00	\$129.00
(1011)	___	Black High Back Executive Chair on Casters	\$99.00	\$129.00

## Miscellaneous Equipment

Code	QTY	Description	Discount	Standard
(1399)	___	Metal Wastebasket	\$26.00	\$34.00
(1400)	___	Wastebasket	\$17.00	\$21.00
(1401)	___	Tripod Easel	\$20.00	\$26.00
(1402)	___	Bag Holder	\$67.00	\$87.00
(1403)	___	Literature Rack (5 pocket)	\$90.00	\$117.00
(1404)	___	Stanchion (Tensa Barriers)	\$28.00	\$36.00

## 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	\$6.00	\$8.00
(1201)	___	8' H Background per ft	\$12.00	\$15.00
(1405)	___	8' Upright and Base	\$24.00	\$31.00
(1408)	___	6'-10' Adjustable Crossbar	\$8.00	\$24.00

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

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

SUBTOTAL \$ _____
Tax: 7.000% _____
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](http://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

SIMA  
David L. Lawrence Convention Center  
Pittsburgh, PA  
June 27-28, 2024

Discount Deadline  
Monday, June 10, 2024

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

\*Photographs of these items can be found at [www.paramountcs.com/exhibitorservices](http://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	\$84.00	\$109.00
(1101)	___	42" Counter High	\$94.00	\$123.00
(1102)	___	6' Table-30" High	\$97.00	\$126.00
(1103)	___	42" Counter High	\$108.00	\$141.00
(1104)	___	8' Table-30" High	\$110.00	\$143.00
(1105)	___	42" Counter High	\$121.00	\$157.00

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	\$43.00	\$56.00
(1107)	___	42" Counter High	\$55.00	\$72.00
(1108)	___	6' Table 30" High	\$57.00	\$74.00
(1109)	___	42" Counter High	\$69.00	&89.00
(1110)	___	8' Table 30" High	\$78.00	\$101.00
(1111)	___	42" Counter High	\$97.00	\$127.00

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

Code	QTY	Draping	Discount	Standard
(1112)	___	4 <sup>th</sup> Side Drape- 30" Tall	\$29.00	\$37.00
(1113)	___	4 <sup>th</sup> Side Drape 42" Tall	\$33.00	\$43.00

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

Code	QTY	Round Table	Discount	Standard
(1114)	___	30" High Please Circle Diameter Choice: 30" or 36"	\$105.00	\$136.00
(1116)	___	42" High 30" Wide	\$116.00	\$150.00

## Table Top Risers

Code	QTY	Risers	Discount	Standard
(1118)	___	6' long table riser	\$40.00	\$52.00
(1119)	___	8' long table riser	\$49.00	\$64.00

SUBTOTAL \$ _____
Tax: 7.000% _____
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](http://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

SIMA  
David L. Lawrence Convention Center  
Pittsburgh, PA  
June 27-28, 2024

Discount Deadline  
Monday, June 10, 2024

**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'	\$127.00	\$165.00
_____ 10' x 20'	\$254.00	\$330.00
_____ 10' x 30'	\$381.00	\$495.00

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.	\$2.65 per sq. ft.	\$3.45 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.	\$3.80 per sq. ft.	\$4.95 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.	\$1.10 per sq. ft.	\$1.45 per sq. ft.
Visqueen _____ ' x _____ ' = _____ Sq. ft.	\$0.53 per sq. ft.	\$0.68 per sq. ft.

SUBTOTAL \$ \_\_\_\_\_  
Tax: 7.000% \_\_\_\_\_  
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](http://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



# Specialty Furniture Rental

SIMA  
David L. Lawrence Convention Center  
Pittsburgh, PA  
June 27-28, 2024

Discount Deadline  
Monday, June 10, 2024

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

\*Photographs of these items can be found at [www.paramountcs.com/exhibitorservices](http://www.paramountcs.com/exhibitorservices)

## Specialty Furniture

Code	QTY	Description	Discount	Standard
(1500)	___	Desk Lamp	\$28.00	\$36.00
(1501)	___	Table Lamp	\$44.00	\$57.00
(1502)	___	Floor Lamp	\$55.00	\$72.00
(1503)	___	End Table	\$82.00	\$107.00
(1504)	___	Coffee Table	\$94.00	\$122.00
(1505)	___	Coat Rack on wheels with 25 Hangers	\$44.00	\$57.00
(1506)	___	2 Drawer Locking File Cabinet	\$66.00	\$86.00
(1507)	___	2 Door Locking Cabinet (6' Tall)	\$88.00	\$114.00
(1508)	___	Sofa - Black	\$440.00	\$572.00
(1509)	___	Lounge Chair - Black	\$248.00	\$322.00
(1510)	___	30" Tall Refrigerator	\$83.00	\$107.00
(1511)	___	Raffle Drum	\$72.00	\$93.00
(1512)	___	Plastic Fish Bowl	\$39.00	\$50.00
(1530)	___	6' Glass Display Case	\$385.00	\$500.00
(1533)	___	Cell Phone/Tablets Charging Unit	\$1100.00	\$1430.00

\*For other custom furniture needs, please call your exhibitor services representative.  
\*\*Availability of custom furniture cannot be guaranteed on site.

SUBTOTAL \$ _____
Tax: 7.000% _____
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](http://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.**

Specialty Furniture Rental



# Accessories Rental

SIMA  
David L. Lawrence Convention Center  
Pittsburgh, PA  
June 27-28, 2024

Discount Deadline  
Monday, June 10, 2024

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

\*Photographs of these items can be found at [www.paramountcs.com/exhibitorservices](http://www.paramountcs.com/exhibitorservices)

## Counters

Code	QTY	Description	Discount	Standard
(2500)	_____	1 Meter x ½ Meter	\$252.00	\$327.00
(2501)	_____	2 Meters x ½ Meter	\$303.00	\$393.00
(2502)	_____	1 Meter Radius x ½ Meter	\$372.00	\$425.00

**\*ALL COUNTERS ARE 42" TALL\***

Standard Panel Color is Black

Panel Colors Available at an additional \$40.00 per panel: (circle one) Teal Red Black Blue Gray White  
CUSTOMIZED COUNTERS AVAILABLE, CALL FOR A QUOTE.

## Display Panels

Code	QTY	Description	Discount	Standard
(2400)	_____	Velcro Board 38" x 92" Vertical	\$160.00	\$208.00
(2401)	_____	Poster Board 4' x 8' Horizontal	\$126.00	\$164.00
(2402)	_____	Slat Wall (Black) 38 x 92 single sided	\$299.00	\$389.00
(2404)	_____	Grid Wall 2 x 8	\$106.00	\$138.00

**\*Slat Wall and Grid Wall come with (4) 8" hooks.**

## Shelves/Gondolas

Code	QTY	Description	Discount	Standard
(2300)	_____	One Sided Free Standing Gondola	\$198.00	\$257.00
(2301)	_____	Double Sided Free Standing Gondola	\$264.00	\$343.00
(2302)	_____	1 Meter Straight Shelf (for use w/rental unit only)	\$55.00	\$72.00
(2303)	_____	1 Meter Angled Shelf (for use w/rental unit only)	\$55.00	\$77.20
(2405)	_____	(4) 8" Slat Wall Hooks	\$13.00	\$17.00
(2406)	_____	(4) 8" Grid Wall Hooks	\$13.00	\$17.00

## Light Fixtures

Code	QTY	Description	Discount	Standard
(2600)	_____	Stem Light (for use w/rental unit only)	\$44.00	\$57.00
(2601)	_____	Track Light (4 Feet)	\$176.00	\$228.00

SUBTOTAL \$ _____
Tax: 7.000% _____
<b>TOTAL \$ _____</b>

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](http://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.**

**Accessories Rental**





These popular, practical configurations simplify your tradeshow participation. Incorporate your own graphics or add floral, carpet, furnishings, shelves and lights, to enhance your display. Header graphics are included.

Order one of these units and Paramount will assemble it for you on exhibitor move-in day. When the show is over, Paramount will arrange to have your booth dismantled. Save shipping, material handling and labor charges for setup and tear-down of your booth.

*Must be ordered 10 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/Event:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_ **Ordered By:** \_\_\_\_\_

Standard panel color is black or talk to your sales representative about custom graphics

Other colors available at an additional \$35.00 per panel  Blue  White  Red

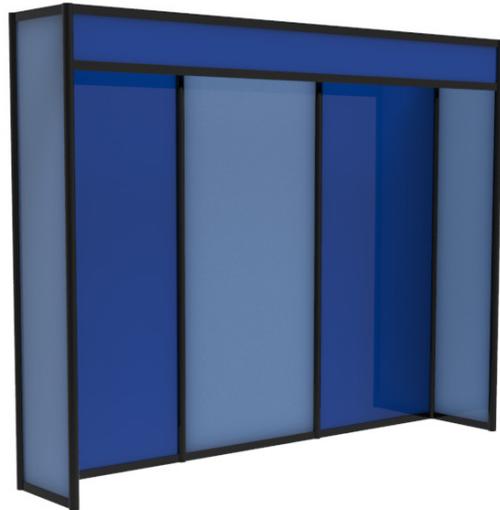
**RENTAL UNIT 1**

10' unit is a simple way to add a backdrop to your booth space and attract attendees.

**\$800.00**

Include your own custom backwall graphics

**\$1,650.00**



**RENTAL UNIT 2**

10' x 10' unit adds depth to your booth space with an extended counter for better visibility

**\$1,500.00**

Include your own custom backwall and counter graphics

**\$2,400.00**





These popular, practical configurations simplify your tradeshow participation. Incorporate your own graphics or add floral, carpet, furnishings, shelves and lights, to enhance your display. Header graphics are included.

Order one of these units and Paramount will assemble it for you on exhibitor move-in day. When the show is over, Paramount will arrange to have your booth dismantled. Save shipping, material handling and labor charges for setup and tear-down of your booth.

*Must be ordered 10 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/Event:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_ **Ordered By:** \_\_\_\_\_

Standard panel color is black or talk to your sales representative about custom graphics

Other colors available at an additional \$35.00 per panel     Blue     White     Red

**RENTAL UNIT 3**

10' x 20' booth provides a wide open selling area. The spacious storage closet provides a place to keep extra materials.

**\$2,000.00**

Include your own custom backwall and counter graphics

**\$3,800.00**



# Priority Empty Return & Accessible Storage

SIMA  
David L. Lawrence Convention Center  
Pittsburgh, PA  
June 27-28, 2024

Discount Deadline  
Monday, June 10, 2024

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

## 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 .....\$110.00 per Container  
Estimated Number of Pieces.....

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

## Accessible Storage

A storage area will be available for exhibitor's 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) ..... \$96.00**

8:00 a.m. – 4:30 p.m. Monday – Friday

**Overtime: (one hour minimum per man) ..... \$132.00**

4:30 p.m. - 6:30 p.m., - 6:00 a.m. – 8:00 a.m. Monday-Friday and 8:00 a.m. – 6:30 p.m. on Saturday.

6:30 p.m. – 6:00 a.m. Monday – Friday, 6:30 p.m. – 8:00a.m. on Saturday and all day Sunday and Holidays.

**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 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 #** \_\_\_\_\_

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

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

Priority Empty Return/Accessible Storage





# 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.

**Mini:** 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 shipper'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

SIMA  
David L. Lawrence Convention Center  
Pittsburgh, PA  
June 27-28, 2024

Advance Receiving Deadline  
Monday, June 17, 2024

**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 #  
C/O Paramount Convention Services  
ABF  
770 Beechnut Dr.  
Pittsburgh, PA 15205  
For: SIMA

### ADVANCE RECEIVING DEADLINE:

Monday, June 17, 2024

**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: 6/21/2024**

## 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  
David L. Lawrence Convention Center  
Halls B & C  
1000 Fort Duquesne Blvd.  
Pittsburgh, PA 15222  
For: SIMA

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



Shipping Information

# Material Handling

SIMA  
David L. Lawrence Convention Center  
Pittsburgh, PA  
June 27-28, 2024

Advance Receiving Deadline  
Monday, June 17, 2024

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

## Advance Receiving at Warehouse:

Shipments may be received at the warehouse between May 24<sup>th</sup> – June 17<sup>th</sup>.

## Direct Shipments to Show Site:

Shipments sent directly to show site to arrive during published exhibitor installation times ONLY!

Tuesday, June 25, 2024, 8:00AM – 5:00PM

Wednesday, June 26, 2024, 8:00AM – 5:00PM

Thursday, June 27, 2024, 8:00AM – 10:00AM

All other deliveries will be refused. Please see the included labels for your reference.

## Onsite material handling/drayage is now included with booth purchase!

### What does this mean?

Equipment and/or materials shipped to the advance warehouse or direct to show-site will be transported to your booth during move-in (and visa-versa for move out) at no additional charge to you, the exhibitor.

### What does this include?

This service includes vehicle spotting (if the equipment can move itself) as well as forklift labor (for stationary equipment).

*Additional fees will still apply for late shipments (see page 18 for more) and container storage (see below).*

## 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.

# Material Handling



## Outbound Shipping:

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

Plain Labels (not ups or fedex) and outbound material handling agreements 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 unskidded 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.**

## Banding:

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:

Straight Time	Overtime
\$60.00 per skid	\$86.00 per skid



**Paramount Convention Services**

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

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

# Paramount Convention Services

**R U S H**

*DO NOT DELAY*

ABF FIRST DAY RECEIVING: Friday, May 24, 2024  
ABF WAREHOUSE RECEIVING DEADLINE: Monday, June 17, 2024  
ANY SHIPMENT ARRIVING AFTER THIS DATE IS SUBJECT TO A 25% DOCK FEE  
ON MATERIAL HANDLING CHARGES.  
LAST DAY SHIPMENTS RECEIVED AT WAREHOUSE WITH SURCHARGE: Friday, 6/21/2024

To: \_\_\_\_\_  
(Name of Exhibiting Company)

c/o: Paramount Convention Services  
ABF  
770 Beechnut Dr.  
Pittsburgh, PA 15205

# WAREHOUSE

EVENT: SIMA  
BOOTH # \_\_\_\_\_  
NUMBER \_\_\_\_\_ OF \_\_\_\_\_ PCS  
CARRIER: \_\_\_\_\_

# Paramount Convention Services

**R U S H**

*DO NOT DELAY*

ABF FIRST DAY RECEIVING: Friday, May 24, 2024  
ABF WAREHOUSE RECEIVING DEADLINE: Monday, June 17, 2024  
ANY SHIPMENT ARRIVING AFTER THIS DATE IS SUBJECT TO A 25% DOCK FEE  
ON MATERIAL HANDLING CHARGES.  
LAST DAY SHIPMENTS RECEIVED AT WAREHOUSE WITH SURCHARGE: Friday, 6/21/2024

To: \_\_\_\_\_  
(Name of Exhibiting Company)

c/o: Paramount Convention Services  
ABF  
770 Beechnut Dr.  
Pittsburgh, PA 15205

# WAREHOUSE

EVENT: SIMA  
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.

Paramount Convention Services

**R U S H**

*DO NOT DELAY*

**CANNOT ARRIVE UNTIL - Tuesday, June 24, 2024**

To: \_\_\_\_\_  
(Name of Exhibiting Company)

c/o Paramount Convention Services  
David L. Lawrence Convention Center  
Halls B & C  
1000 Fort Duquesne Blvd.  
Pittsburgh, PA 15222  
For: SIMA

**SHOWSITE**

BOOTH # \_\_\_\_\_  
NUMBER \_\_\_\_\_ OF \_\_\_\_\_ PCS  
CARRIER: \_\_\_\_\_

Paramount Convention Services

**R U S H**

*DO NOT DELAY*

**CANNOT ARRIVE UNTIL - Tuesday, June 24, 2024**

To: \_\_\_\_\_  
(Name of Exhibiting Company)

c/o Paramount Convention Services  
David L. Lawrence Convention Center  
Halls B & C  
1000 Fort Duquesne Blvd.  
Pittsburgh, PA 15222  
For: SIMA

**SHOWSITE**

BOOTH # \_\_\_\_\_  
NUMBER \_\_\_\_\_ OF \_\_\_\_\_ PCS  
CARRIER: \_\_\_\_\_

# Pre-Printed Outbound Material Handling Agreement And Outbound Label Request

Outbound Material Handling



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:	Attention:	Booth #	
Street Address:			
City:	State:	Zip Code:	Country:
<b>Number of plain labels for this destination:</b>			

Complete only if shipping to another show	Show:	Booth #
---	-------	---------

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

## Outbound Shipping Procedures

Each exhibitor will be expected to label his/her exhibit materials and furnish shipping information. Plain Labels to print (not UPS or FedEx labels) and outbound material handling agreements will be available at the service desk. All exhibitor charges must be paid in full before an outbound material handling agreement will be handed out.

**A Paramount Convention Services outbound material handling agreement must be completed before any shipments will be released regardless of the shipping firm used. Material handling charges are a onetime fee, if you ship out of the show and did not ship to the show or ABF warehouse, you will receive a material handling charge from Paramount (separate than shipping charges from your carrier or ABF).**

After you have packed your exhibit /materials, leave your labeled materials in your booth and please bring the completed outbound material handling agreement 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.

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 WITH THE SHOW CARRIER UNLESS ADVANCE ARRANGEMENTS WITH ANOTHER CARRIER ARE 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 re-consigned onto the show carrier by Paramount Convention Services. If you choose to use the show carrier-ABF, there is no need to call anyone, as they will be onsite during move out. **Charges for shipping with ABF are all handled with ABF as they are a separate company from Paramount. The shipping charge is a separate charge then the material handling charge, the credit card you have on file with Paramount will not work with shipping for ABF.**

**If you wish to use another carrier, you must notify them to pick up your freight at the close of the show: All freight carriers must check in at the dock with Paramount by 10:00PM, Friday, June 28, 2024 or your freight will be re-consigned onto the show carrier ABF.**

If you have any questions, please contact the staff at the Paramount service desk.

**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 PLAIN PRE-PRINTED LABELS WILL NOT WORK). An arrangement for pick-up by any carrier other than our show carrier (ABF) is the responsibility of the exhibitor.**

**Additional Numbers listed for your convenience:**

**ABF: 1-800-654-7019**

**UPS- 1-800- PICK-UPS; 1-800-742-5877**

**FedEx- 1-800- GO-FEDEX; 1-800-463-3339**

**Showsite Address:**

SIMA David L. Lawrence Convention Center - Halls B & C  
1000 Fort Duquesne Blvd. Pittsburgh, PA 15222

Outbound Shipping Procedures



# **Official Transportation Provider** *via the ABF Freight® Network*

**Let ArcBest® make your next trade show the easiest you have ever attended!**

We have over 90 years of experience in the freight industry and a dedicated Trade Show division with service through North America through the ABF Freight® network.

Choose guaranteed, expedited shipping solutions – air or ground – with special discounted rates for your inbound and outbound shipments.

For personalized quotes, please call

**800-654-7019**

## **Our Services Include:**

*Priority handling of your inbound and outbound shipments*

*Guaranteed expedited air and ground services*

*LTL Ground Transportation*

*International Transportation*

*Trust your important trade show shipment to the leader in exhibition transportation services.*

**ArcBest®**  
*More Than Logistics™*

# REQUEST FOR INFORMATION

## ArcBest® Trade Show Services

Exhibiting Company \_\_\_\_\_ Contact Name \_\_\_\_\_

Title \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

### SHIPPER INFORMATION

Company \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Pickup Date/Time \_\_\_\_\_

### FREIGHT INFORMATION

Piece Count and Type \_\_\_\_\_

Total Weight \_\_\_\_\_

Dimensions (L) \_\_\_\_\_ (W) \_\_\_\_\_ (H) \_\_\_\_\_

SHIP TO: Warehouse  Show Site

Show Name \_\_\_\_\_

Booth No. \_\_\_\_\_

Contractor \_\_\_\_\_

Show Dates \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Delivery Date \_\_\_\_\_

### ADDITIONAL INFORMATION

Residential Pickup  Inside Pickup

Liftgate  Dock

Would you like an ArcBest Trade Show Coordinator to contact you with a quote or information?  YES  NO

If you are faxing this form, please print a copy, complete the requested information, and then fax to (844) 718-7620.

If you are completing electronically, you can either print and fax your request or click on the submit button to send your request to one of our Trade Show specialists.

**800-654-7019**

**tradeshow@arcb.com | arcb.com**

8401 McClure Drive • Fort Smith, AR • 72916

# Exhibit Labor

SIMA  
David L. Lawrence Convention Center  
Pittsburgh, PA  
June 27-28, 2024

Discount Deadline  
Monday, June 10, 2024

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

## Exhibit Straight Labor Request:

	Discount	Standard
Straight Time: (One hour minimum per man) 8:00 a.m. – 4:30 p.m. Monday through Friday	\$96.00	\$124.00
<b>Overtime: (One hour minimum per man)</b> 4:30 p.m. - 8:00 a.m. Monday-Friday, all day Saturday, Sunday and Holidays.	\$132.00	\$172.00

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

### Plan A-Supervision by Paramount

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

Specific instructions, blueprints, etc. should be provided to facilitate an economical and correct installation. Please note that under the Paramount plan, Paramount will set and dismantle your booth at their earliest convenience 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/crate keys

Sent to PCS Office                      Sent with display  
(Circle One)

### 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 # \_\_\_\_\_

Paramount Convention Services      Phone: 314-621-6677      Fax: 314-621-6416  
Online ordering: [www.paramountcs.com/exhibitorservices](http://www.paramountcs.com/exhibitorservices)

**Labor requested after the Discount Rate Deadline is not guaranteed to be available. To secure availability, all orders must be received by the Discount Rate Deadline date.**

# Exhibit Labor



## Key Information

SIMA  
David L. Lawrence Convention Center  
Pittsburgh, PA  
June 27-28, 2024

Discount Deadline  
Monday, June 10, 2024

**All orders must have a credit card on file.**

**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 #** \_\_\_\_\_

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

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

**Labor requested after the Discount Rate Deadline is not guaranteed to be available. To secure availability, all orders must be received by the Discount Rate Deadline date.**

# Key Information



# Hanging Sign Service

SIMA  
David L. Lawrence Convention Center  
Pittsburgh, PA  
June 27-28, 2024

Discount Deadline  
Monday, June 10, 2024

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

**Paramount Convention Services is responsible for the assembly, installation, and removal of all hanging signs. Display houses or other exhibitor-appointed contractors will not be allowed to assemble hanging signs. However, they may supervise the assembly and dismantle of the sign.**

*Please fill out this form to request labor to assemble and hang your sign.*

## Labor & Equipment Rates

A crew will be assigned consisting of a foreman, Hi Lift, and 3 workers.

	Times	Hourly Rates
<b>Straight Time</b>	8AM to 4:30PM weekdays	\$400.00 per hour, 1 hour minimum
<b>Overtime</b>	Before 8 AM after 4:30 PM weekdays And all day Saturday, Sunday, & Holidays	\$500.00 per hour, 1 hour minimum

\*Important- All charges for dismantling the sign are taken from the actual time, regardless of the indicated time below.

**The minimum charge for labor is one hour per crew, each way. Gratuities in the form of labor hours for work not actually performed are prohibited and will not be honored. All rates are subject to change if necessitated by increased material costs. Final invoicing will be done by the actual hours worked.**

## Order

Reserve labor below. Starting times cannot be guaranteed. We will attempt to schedule by the requested times. Paramount has the right to dictate installation times based on the needs of the show. Please have a representative pick up the crew at the service desk and supervise the work to be done. Upon completion, the exhibitor's representative will return the crew to the service desk and approve the work order.

DATE TIME AM PM

<b>Installation</b>
<b>Dismantling</b>

**\* Allow time for return of empty containers and aisle carpet to be removed\***

The exhibitor understands and agrees that if this representative does not check in at the service desk at the date and time stated above that the exhibitor could forfeit the opportunity to have their sign hung.

<b>TOTAL PAYMENT ENCLOSED</b>	= \$
-------------------------------	------

**Cancellation policy: Hanging Sign Services cancelled less than 4 days prior to first day of move in will be charged one hour per crew, each way.**

**Company Name:** \_\_\_\_\_ **Booth#:** \_\_\_\_\_  
**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Paramount Convention Services** Phone: 314-621-6677 Fax: 314-621-6416  
**Online ordering:** [www.paramountcs.com/exhibitorservices](http://www.paramountcs.com/exhibitorservices)

**Hanging Sign Service**



# Intent To Use Non-Official Contractor

SIMA

David L. Lawrence Convention Center

Pittsburgh, PA

June 27-28, 2024

**DUE DATE: Monday, June 10, 2024**

**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 or email form to: [leverett@paramountcs.com](mailto:leverett@paramountcs.com) or [katie@paramountcs.com](mailto:katie@paramountcs.com).**

1. Exhibitors who choose to use a Non-Official Contractor must complete and sign this form. It must be received by Paramount Convention Services no later than Monday, June 10, 2024. **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 **Monday, June 10, 2024.**

**No extensions or exceptions will be granted after the published deadline. Please note that Certificate must list Paramount Convention Services, SIMA, David L. Lawrence Convention Center and employees of each company as additionally insured. \*See rules and regulations forms.**

3. Failure to provide Paramount Convention Services with the above items, 1 and 2, will result in said firms required to hire installation and dismantle labor from Paramount. Non-Official Contractors will be able to provide supervision only.

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

**NOTIFICATION DEADLINE: Monday, June 10, 2024**

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

SIMA

David L. Lawrence Convention Center

Pittsburgh, PA

June 27-28, 2024

DUE DATE: **Monday, June 10, 2024**

---

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 (Monday, June 10, 2024). For your convenience, you may fax the form to (314) 621-6416.**

---

Liability "Certificate of Insurance" form which names Paramount Convention Services, Inc., SIMA, David L. Lawrence Convention Center, and employees of each company as additionally insured for each Non-Official Contractor firm being utilized.

(\*Note: The exhibitor-appointed contractor must maintain at least \$1 million in Employer's Liability, General Liability, Automobile Liability and Worker's Compensation as required in the state the exposition is located.)

---

IF BOTH THE "INTENT TO USE NON-OFFICIAL CONTRACTORS" FORM AND THEIR "CERTIFICATE OF INSURANCE" ARE NOT SUPPLIED TO PARAMOUNT BY THE DUE DATE LISTED IN THE HEADING ON THIS PAGE (Monday, June 10, 2024), 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



# Sign Service

SIMA  
David L. Lawrence Convention Center  
Pittsburgh, PA  
June 27-28, 2024

Discount Deadline  
Monday, June 10, 2024

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

## 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	Discount	Standard
(5000)	_____	7" x 11"	\$30.00	\$39.00
(5001)	_____	11" x 14"	\$36.00	\$47.00
(5002)	_____	7" x 44"	\$39.00	\$51.00
(5003)	_____	14" x 22"	\$48.00	\$63.00
(5004)	_____	22" x 28"	\$73.00	\$94.00
(5005)	_____	28" x 44"	\$145.00	\$189.00
(5006)	_____	40" x 60"	\$284.00	\$370.00
(5007)	_____	38 1/8" x 92 1/8"	\$424.00	\$551.00

### OPTIONAL SERVICES

(5008) Easel back applied to sign -\$15.00 per sign

(5009) 22x28 Sign holder \$50.00

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

<b>SUBTOTAL \$</b> _____
7.000% _____
<b>TOTAL \$</b> _____

### 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 #** \_\_\_\_\_

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

Online ordering: [www.paramountcs.com/exhibitorservices](http://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.**

**Sign Service**



# 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. For safety reasons, individually hand carried items or vehicles are not allowed through the dock. 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.



In order to make your service ordering experience quick and efficient, we invite you to order all services provided by the DLCC, through our website.

The following are services provided by the DLCC:

Electric  
Custom Cleaning and Porter Service  
Plumbing and Compressed Air  
Security  
Steel Plate for Heavy Equipment Displays  
Internet Services  
Booth Catering

Please click on the link to place your order now:

<http://www.pittsburghcc.com/exhibitors/exhibitor-services/>

If you require assistance, please call our Exhibitor Services Department.

412-325-6102

[Exhibitorservices@pittsburghcc.com](mailto:Exhibitorservices@pittsburghcc.com)