



Exhibitor Services Manual

CLEAN WATERWAYS 2018

April 4-5, 2018

Hilton St. Louis at the Ballpark

1 South Broadway Street

St. Louis, MO 63102

**Proudly Presented by
Access Intelligence, LLC**

Sponsor Display Contact:

Dana Ronan

Assistant Manager, Operations

dronan@accessintel.com

(301) 354-1665

General Show Information

Event Dates:	April 4-5, 2018
Location:	The Hilton St. Louis at the Ballpark 1 South Broadway Street St. Louis, MO 63102
Sponsor Display Room:	Arch View Ballroom
Event Goals:	The goal of this event is to serve the spill response industry by hosting a forum that facilitates an open exchange of ideas, case studies and best practices for stakeholders from industry, government, environmental, emergency planning and response industries throughout maritime, facilities, rail and pipeline. Further, to improve working relationships between industry and agencies prior to an incident occurring.
How CLEAN WATERWAYS Started:	The Ohio River spans 15 states and is one of the heaviest industrial rivers in the country. When a spill or hazardous event occurs, it doesn't stay in one place which means multiple States and Federal Agencies must get involved. CLEAN WATERWAYS' birth came about with a realization that there was no conference for the inland river systems that brought together all of the above mentioned stakeholders.
Who Should Attend:	Anyone involved in spill prevention and response along inland river systems will benefit from attending CLEAN WATERWAYS. The conference content will cover all spill prevention and response issues along inland rivers and extended to facilities, pipeline, rail and barges/tankers.
Show Management:	Access Intelligence, LLC. 1100 Richmond Ave, Ste. 690 Houston, TX, 77042
Website:	cleanwaterwaysevent.org
Conference Dress Code:	Business Casual
Exhibitor Discount Deadline:	Monday, March 19, 2018
Show Colors:	Hunter Green and White
General Service Contractor:	Paramount Convention Services

Exhibitor Important Information

Booth Equipment Info: Each (8'x10') booth will be provided with 8' high back wall drape, 3' high side dividers, (2) padded chairs, (1) 6' x 30" skirted table and a booth ID sign.

Note: The Exhibit Hall is carpeted, but you may order carpet if you'd like.

Move In: Tuesday, April 3, 2018 9:00 AM – 5:00 PM
**All exhibit spaces must be set by 5:00 PM on Tuesday, April 3rd. All crates and empty boxes must be off the show floor by the close of installation.

Key Networking Hours:

Wednesday, April 4, 2018	10:00 AM – 6:00 PM
Key hours:	10:00 AM – 10:30 AM
	12:00 PM – 1:00 PM
	2:30 PM – 3:00 PM
	4:30 PM – 6:00 PM
Thursday, April 5, 2018	9:30 AM – 12:45 PM
Key hours:	9:30 AM – 10:15 AM
	11:45 AM – 12:45PM

**Exhibitor personnel are not required to sit at their tables for the entire show. Personnel are encouraged to be present during key networking hours.

Move Out: Thursday, April 5, 2018 1:00 PM – 5:00 PM
All freight carriers must check in with Paramount by 3:00 PM on Thursday.

Shipping Address: Exhibitors have the option to ship items directly to show site, or to the advanced warehouse for Paramount. If choosing to send to the advance warehouse, items may arrive up to 30 days in advance of show and must arrive by March 26, 2018. If shipping to show site, items can arrive starting on Tuesday, April 3rd at the below address.

Name of Exhibiting Company & Booth #
C/O Paramount Convention Services
Hilton St. Louis at the Ballpark
1 S Broadway
St. Louis, MO 63102
For: CLEAN WATERWAYS 2018

Show Management Contact Information	
Kayla Sparks, Show Director	ksparks@accessintel.com
Anastasia Bisson, Sales Manager	abisson@accessintel.com
Dana Ronan, Assistant Manager, Operations	dronan@accessintel.com
Carey Buchholtz, Marketing Director	cbuchholtz@accessintel.com
Cassie Davie, Sr. Conference Manager	cdavie@accessintel.com
Jill Dean, Group Attendance Sales Manager	jidean@accessintel.com
Melissa Helms, Registration Administrator	Mhelms@accessintel.com

Questions? Please contact Dana Ronan at dronan@accessintel.com

Hotel & Travel Information

Deadline to book at a discounted rate: Tuesday, March 13, 2018



A discounted rate of \$145+ per night has been secured for CLEAN WATERWAYS guests at the [Hilton St. Louis at the Ballpark](#). Situated in the heart of downtown St. Louis, the Hilton is conveniently located near Busch Stadium and the Gateway Arch. To book, [visit our online portal](#) or call the hotel directly at (314) 421-1776 and mention CLEAN WATERWAYS 2018.

Be sure to book soon as the block is filling up fast!

Block Rate: \$145/night

Delta Airlines Discount

Delta Airlines (save up to 10%): Reservations and ticketing is available via www.delta.com. When booking online, select Book a Trip, click on More Search Options and enter the meeting code, NMQKL in the box provided on the Search Flight page. Reservations may also be made by calling Delta Meeting reservations at (800) 328-1111 Monday – Friday from 7 a.m. – 7 p.m. CDT. Additional fees may apply.

DELTA BOOKING CLASS – PERCENTAGE OFF

F / G / J / C / D / Y / A / P / I – 10%

B / M / S / H / Q / K / L – 5%

U / T / V / X – 2%

United Airlines Discount

United: You may book online at www.united.com and enter your Offer Code ZE4R642749 in the Offer Code box when searching for your flights. If booking through a travel professional or United Meetings at 800-426-1122, please give them the following information:

Agreement Code: 642749

Z Code: ZE4R

Registration Instructions

Signing up for an exhibit display does not register your personnel for the conference. As an exhibitor you receive one free conference pass which allows you access to the exhibit area, as well as admission to the conference sessions. *(If you are also a sponsor, or have a larger exhibit space you may have more than one complimentary pass).* If you need assistance registering, please contact Melissa Helms at mhelms@accessintel.com.

2018 Registration Categories and Fees

	Early Bird Rate	Advance Rate	Onsite Rate
	11/18/17 – 1/26/18	1/27/18 – 3/30/18	Starts 3/31/18
Conference Attendee (Facilities, Operators, Shipping Companies)	\$549	\$649	\$699
Conference Attendee – Government	\$349	\$399	\$449
Conference Attendee – Non Governmental Organization	\$349	\$399	\$449
Conference Attendee (Supplier/Manufacturer or Service Company)	\$699	\$799	\$849
Conference Attendee – Exhibitor	\$399	\$449	\$499

Registration includes:

- Access to all conference sessions
- Entrance to exhibit display area
- Breakfast and lunch both days
- Networking reception(s)
- Online access to the conference archives

Cancellation Policy: The cancellation deadline is February 23, 2018. Cancellations must be made in writing by February 23, 2018 to receive a refund, minus a \$95 cancellation fee. Registrations who do not cancel prior to February 23, 2018 will be liable for the full registration fee. Non-payment or non-attendance does not constitute cancellation. If for any reason, Access Intelligence decides to cancel or postpone this event, Access Intelligence is not responsible for covering airfare and other travel costs incurred by registrants. No refunds will be processed prior to the event.

CLEAN WATERWAYS 2018 SPONSOR & EXHIBITOR RULES AND REGULATIONS

Clean Waterways • April 4-5, 2018

Clean Waterways 2018 is produced and presented by Access Intelligence.

Access Intelligence and the presenting association are hereinafter referred to as "Show Management"

TERMS AND CONDITIONS

1. Contract for Space: The contract for space, the formal notification of space assignment and full payment of fees together constitute a contract between the exhibiting organization, hereinafter known as the Exhibitor, and Access Intelligence, hereinafter known as Show Management, for the right to use space for the Show. The contract is based upon the plan of exhibit rates shown thereon and general information contained in the exposition prospectus and sales kit, all of which are to be considered along with details on all pages of this form as part of the contract. All measurements shown on the floor plan are approximate and Show Management reserves the right to make such modifications as may be deemed to be necessary, making equitable adjustment with any exhibitor or exhibitors thereby affected. Show Management also reserves the right to adjust the floor plan to meet the needs of the exposition.

2. Minors and Children: Persons under 18 years of age will not be permitted in the conference area.

3. Sharing/Subletting Space: No exhibitor shall assign, sublet, or apportion the whole or any part of the space allotted, or have representatives, equipment, or materials from other than their own firm in the said space. Show Management policy prohibits subcontracting of exhibit space. Should an exhibitor decide to cancel, exhibit space reverts back to Show Management.

4. Contractors Services: Exhibition services of shipping, electric, and internet will be provided by the Seelbach hotel and affiliated providers. Order forms can be found within this manual. Forms should be carefully prepared and returned by the deadlines noted to avoid late charges. Independent Contractors: Notification to use an independent contractor to install/dismantle exhibits must be received forty-five (45) days prior to the first day of the show. If an exhibitor elects to use any contractor other than the official contractors designated by show management, show management is not in a position to intercede in disputes on behalf of the exhibitor. See rules in Exhibitor Service Manual for other requirements. Notification to use independent contractor(s) must go to both show management and the Official Exhibit Services Contractor.

5. Character of Literature Tables: It is the desire of Show Management that each sponsor design and create a table-top display of an attractive nature which will enhance the overall appearance of the conference and be a credit to the industry. Table-top Displays must be in good taste as determined by Show Management. It is the Sponsor's responsibility to create an attractive display area. Show Management reserves the unilateral right to correct any unsightly literature table and the Sponsor agrees to pay Show Management for expenses incurred in making the necessary alterations.

6. Gadgets, Gimmicks, Demonstrations, Music and Sound: Side show tactics, scantily clad individuals or other undignified promotional methods will not be permitted. Sponsors are asked to observe the "good neighbor" policy at all times. Table-top Displays should be conducted in a manner not to be objectionable or offensive to neighboring tables. The use of photographers, musicians, entertainers, loud speakers, sound system equipment and noise-making devices are not permitted. Show Management reserves the right to determine when such items become objectionable. Balloons, horns, and odors are not permitted. Give-away, demonstrations and/or entertaining the attendees at Table-top Displays is permitted, so long as neighboring tables are not blocked. The operation of equipment indoors will not be permitted on a continuous basis. Operation of equipment may be approved for demonstration purposes for short periods (approximately one to five minutes), provided Show Management is notified in writing (30) days prior to the first day of the show. Exhibitors may take photos or videos of their table, however, they are not permitted to directly take pictures of any other display, or instruct others to take such pictures, without written permission by Show Management and the exhibitor whose display is being photographed. Sponsors must respect the privacy of other sponsors and not intrude or disrupt another sponsor while they are conducting business.

7. Other Exhibits: The Sponsor agrees that not they, their agents nor their distributors will distribute publications or conduct any other display or exhibit any equipment bearing their trademark within a three mile radius of the exposition covered by this contract or its officially designated hotel properties during the dates of said exposition. This limitation does not apply to participation in other trade association exhibitions which may coincidentally be ongoing in the same city, or to exhibitor's regular place of business or show room. Violation of this provision by a Sponsor will constitute a breach of the contract and Show Management may, in its sole discretion, cancel this contract and sponsor will remove their display and any equipment contained in the Sponsor Foyer and forfeit all payments to Access Intelligence pursuant to this contract.

8. Soliciting – Access to Lists, Samples & Prizes: No exhibiting firm, organization or trade publication, regardless of its product or service, is permitted to sell product off the show floor. No exhibiting firm, organization or trade publication, regardless of its product or service, is permitted to engage in direct selling in the Sponsor Foyer area. No soliciting of registrants shall be permitted. Samples, catalogues, pamphlets, publications, souvenirs, etc., may be distributed by exhibitors and their representatives (including hosts and hostesses) only at their own table. No sponsor will be permitted to conduct any prize drawings, awards for signing of names and addresses, etc., without prior written approval of Show Management. Signs showing the price of it must not be displayed. Access Intelligence reserves the right to limit access to attendee, sponsor and any other list or information gathered by Access Intelligence, or its contractors. Sponsors that publish industry publications may distribute their publications outside their booths only to the other sponsors and only during show hours. Show sponsors that produce industry publications may distribute their publications to other sponsors at times designated by show management.

9. Flammable Materials: Flammable fluids, substances, or material of any nature are prohibited in the Sponsor Table Foyer and in the storage area behind the table. All decorative materials must be flame proofed before being taken into the Foyer, and must comply with local fire regulations. Transferring of flammable liquids while in the Sponsor Foyer is expressly prohibited. There will be no electrical equipment and wiring permitted.

10. Beverages and Foods: Food and/or beverages may be supplied by the exhibitor, with the prior written consent of Show Management and the Facility. Alcoholic beverages may not be served in the Sponsor Foyer. Note: Corkage fees to the Facility may be required.

11. Liability: Show Management will not be responsible for the safety or property of exhibitors from theft, strikes, damage by fire, water, storm or vandalism or other causes. Show Management will take reasonable precautions with the Hotel to protect Sponsor Tables from such loss. All property of the Sponsor is understood to remain in the sponsor's custody and control in transit to or from or within the confines of the Sponsor Foyer and subject to the rules and regulations for the conference. Note: Sponsors are advised to carry insurance to cover sponsor materials if the feel necessary against damage and loss and public liability insurance against injury to the person and property of others. Sponsor must comply with all federal, state, local and exposition facilities' safety regulations. Exhibitor accepts full and sole responsibility for any injury or damage to persons or property resulting from failure to distribute the placement of his exhibit material to conform with the floor loading specifications. Indemnity: Exhibitor agrees to indemnify, defend, and hold harmless Show Management, its officers, employees, and agents from and against any and all third party claims and other liabilities (including reasonable attorney's fees) that are caused by, arise from, or grow out of the negligent acts or omissions of the Sponsor, its agents, officers, employees, representatives, servants, invitees, patrons, or guests. The sponsor is charged with knowledge of all local laws, ordinances and regulations pertaining to business licenses, health, fire prevention and public safety affecting his participation in the conference. Compliance with such laws is mandatory for all sponsors and is the sole responsibility of the sponsor. If unusual equipment is to be installed, the exhibitor must communicate with Show Management for information concerning the facility or applicable regulations. Show Management will not be liable for the fulfillment of this contract as to the delivery of space if non-delivery is due to any of the following causes: By reason of the building being destroyed or substantially damaged by fire; act of God; public enemy; strikes; authority of law; or any other cause beyond the control of Show Management. In the event of not being able to hold the exposition for any of these reasons, Show Management will refund to each Sponsor the amount they paid for their space less a prorated share of all the expenses incurred for the exposition up to the date of required cancellation.

12. Damage: Sponsors will be liable for any damage caused by fastening fixtures to the floors, walls, columns or ceilings of the hotel and for any damage to equipment furnished by Show Management or service suppliers designated by them.

13. Violation: The interpretation and application of these rules and regulations are the responsibility of Show Management. Any violation by the sponsor of any of the terms or conditions herein shall subject exhibitor to cancellation of its contract to occupy booth space and to forfeiture of any monies paid on account thereof. Upon written notice of such cancellation, Show Management shall have the right to take possession of the sponsor's space, remove all persons and properties of the exhibitor and hold the sponsor accountable for all risks and expenses incurred in such removal.

14. Social Functions/Special Events: Any social function or special event during the Show in the host city is reserved for sponsoring companies and must be approved by Show Management.

15. Show Rules: In the event that unforeseen events make it necessary, Show Management will have the right to amend these rules and regulations or make additions thereto, and all such amendments or additions shall be made known promptly to each exhibitor. Show rules are promulgated separately and are tailored to the individual exhibit hall.

16. Good Standing with Sponsor Publications: If exhibitor is also an advertiser with Access Intelligence, the presenting publication of the show, their advertising account balance must be current or within 30 days of billing date to retain their space.

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Clean Waterways 2018

April 4-5, 2018

Hilton St. Louis at the Ballpark

St. Louis, MO

Exhibitor Service Kit

Exhibitor Show Information

Clean Waterways 2018
Hilton St. Louis at the Ballpark
St. Louis, MO
April 4-5, 2018

Discount Deadline
Monday, March 19, 2018

All orders MUST have a credit card on file.

Booth Equipment:

Each (8'x10') Booth will be provided with 8' high back wall drape, 3' side dividers, (2) padded side chairs, (1) 6' x 30" skirted table, and a booth identification sign showing the company name.

Note: The exhibit area is carpeted, but you may still order carpet if you like.

Show Colors: Hunter Green and White

Deadlines:

To receive discount prices, we must receive your order, along with a form of payment by **Monday, March 19, 2018**. If you are shipping to the advance receiving warehouse, your freight must be received by **Monday, March 26, 2018**, to avoid surcharges.

Installation:

Exhibitors may begin setting up their booths on:

Tuesday	April 3, 2018	9:00AM – 5:00PM
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All crates and empty boxes MUST be off the show floor by the close of installation.

Show Hours:

Wednesday	April 4, 2018	10:00 AM – 6:00PM
Thursday	April 5, 2018	9:30 AM- 12:45 PM

Dismantling:

Exhibitors must dismantle their booths on:

Thursday	April 5, 2018	1:00PM – 5:00PM
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***All freight carriers must check in with Paramount Convention Services by 3:00 p.m.,**

Thursday April 5, 2018 or your freight will be re-consigned onto the show carrier.

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

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

ONLINE ORDERING: www.paramountcs.com/exhibitorservices

REMINDER:


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

Show Information



Exhibitor Checklist

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

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

Exhibitor Checklist





Key Contact List and Discount Rate Deadlines

<u>Category</u>	<u>Company/Phone #/Contact Name</u>	<u>Discount Rate Date</u>
Association	Clean Waterways Dana Ronan DRonan@accessintel.com	
Booth Cleaning/ Carpet/Furniture	Paramount Convention Services 314-621-6677 Jessica Johnson jjohnson@paramountcs.com ONLINE ORDERING: www.paramountcs.com/exhibitorservices	Monday, March 19, 2018
Electric/Internet/ AV	Hilton St. Louis Ballpark (P) 314- 440-1279 (F) 888-807-3029 tmelton@lhmchotels.com	

Credit Card Authorization/Payment Policies

Clean Waterways 2018
Hilton St. Louis at the Ballpark
St. Louis, MO
April 4-5, 2018

Discount Deadline
Monday, March 19, 2018

All orders MUST have a credit card on file.

Payment Policy

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

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

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

Credit Card Authorization

MasterCard Visa Discover American Express

Expiration Date: _____

Credit Card #: _____

CVV #: _____

[THIS NUMBER IS REQUIRED TO PROCESS YOUR CARD.]

The CVV (Card Verification Value) is an important security feature for credit card transactions.

A three-digit number generally on the back of MasterCard, Visa and Discover; a four-digit number on the front of American Express.]

Cardholders Signature: _____

Cardholders Name: _____

Cardholders Billing Address: _____

City, State, Zip: _____

Order Summary:

Furniture Rental	\$
Table Rental	\$
Carpet Rental	\$
Material Handling	\$
Booth Cleaning	\$
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

Credit Card Authorization/Payment Policies



Furniture Rental

Clean Waterways 2018
Hilton St. Louis at the Ballpark
St. Louis, MO
April 4-5, 2018

Discount Deadline
Monday, March 19, 2018

All orders MUST have a credit card on file.

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

Chairs

Code	QTY	Description	Discount	Standard
(1001)	___	Gray Upholstered Padded Side Chair	\$75.00	\$97.50
(1004)	___	Black Secretarial Chair on Casters	\$81.00	\$105.30
(1005)	___	Gray Upholstered Arm Chair	\$81.00	\$105.30
(1007)	___	Gray Upholstered High Stool	\$110.00	\$143.00
((1010)	___	Black Mid Back Leather Sled Chair	\$120.00	\$156.00
(1011)	___	Black High Back Executive Chair on Casters	\$120.00	\$156.00

Miscellaneous Equipment

Code	QTY	Description	Discount	Standard
(1399)	___	Metal Wastebasket	\$43.00	\$55.90
(1400)	___	Wastebasket	\$29.00	\$37.70
(1401)	___	Tripod Easel	\$37.00	\$48.10
(1402)	___	Bag Holder	\$112.00	\$145.60
(1403)	___	Literature Rack (5 pocket)	\$112.00	\$145.60
(1404)	___	Stanchion (Tensa Barriers)	\$37.00	\$48.00

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	\$11.25	\$14.63
(1201)	___	8' H Background per ft	\$21.00	\$27.30
(1405)	___	8' Upright and Base	\$20.00	\$26.00
(1408)	___	6'-10' Adjustable Crossbar	\$15.00	\$19.50

6 FOOT MINIMUM ORDER

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

TOTAL \$ _____

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

Company Name: _____ Booth # _____

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

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

Furniture Rental



Table Rental

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Monday, March 19, 2018

All orders MUST have a credit card on file.

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

Skirted Tables

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

Code	QTY	Draped Tables	Discount	Standard
(1100)	___	4' Table-30" High	\$115.00	\$149.50
(1101)	___	42" Counter High	\$130.00	\$169.00
(1102)	___	6' Table-30" High	\$130.00	\$169.00
(1103)	___	42" Counter High	\$142.00	\$191.60
(1104)	___	8' Table-30" High	\$156.00	\$202.80
(1105)	___	42" Counter High	\$175.00	\$227.50

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

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

Unskirted Tables

Code	QTY	Undraped Tables	Discount	standard
(1106)	___	4' Table-30" High	\$75.00	\$97.50
(1107)	___	42" Counter High	\$87.00	\$113.10
(1108)	___	6' Table 30" High	\$87.00	\$113.10
(1109)	___	42" Counter High	\$100.00	\$130.00
(1110)	___	8' Table 30" High	\$112.00	\$145.60
(1111)	___	42" Counter High	\$125.00	\$162.50

4th Side Drape

Code	QTY	Draping	Discount	Standard
(1112)	___	4 th Side Drape- 30" Tall	\$50.00	\$65.00
(1113)	___	4 th Side Drape 42" Tall	\$52.00	\$67.00

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 Cover

Code	QTY	Round Table	Discount	Standard
(1114)	___	30" High Please Circle Diameter Choice: 30" or 36"	\$125.00	\$162.00
(1116)	___	42" High 30" Wide	\$130.00	\$169.00

Table Top Risers

Skirted in white on three sides

Code	QTY	Risers	Discount	Standard
(1117)	___	4' long table riser	\$40.00	\$52.00
(1118)	___	6' long table riser	\$50.00	\$65.00
(1119)	___	8' long table riser	\$60.00	\$78.00

TOTAL \$ _____

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

Company Name: _____ Booth # _____

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

Online ordering: www.paramountcs.com/exhibitorservices

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

Table Rental



Carpet Rental

Clean Waterways 2018
Hilton St. Louis at the Ballpark
St. Louis, MO
April 4-5, 2018

Discount Deadline
Monday, March 19, 2018

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
_____ 8' x 10'	\$125.00	\$163.00
_____ 8' x 20'	\$250.00	\$325.00
_____ 8' x 30'	\$375.00	\$488.00

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.	\$2.80 per sq. ft.	\$3.60 per sq. ft.

Please Circle Desired Color:

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

Deluxe Carpet

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

Price includes installation and removal.

	Discount	Standard
BOOTH SIZE _____ ' x _____ ' = _____ sq. ft.	\$3.55 per sq. ft.	\$4.60 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.	\$1.50 per sq. ft.	\$1.95 per sq. ft.
Visqueen _____ ' x _____ ' = _____ Sq. ft.	\$.75 per sq. ft.	\$.98 per sq. ft.

TOTAL \$ _____

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

Company Name: _____ Booth # _____

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

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

Carpet Rental





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

Clean Waterways 2018
Hilton St. Louis at the Ballpark
St. Louis, MO
April 4-5, 2018

Advance Receiving Deadline
Monday, March 26, 2018

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
8630 N. Hall St.
St. Louis, MO 63147
For: Clean Waterways 2018

ADVANCE RECEIVING DEADLINE:

Monday, March 26, 2018
ANY SHIPMENT ARRIVING AFTER THIS DATE IS SUBJECT TO A 25% DOCK FEE ON MATERIAL HANDLING CHARGES.

Direct Shipments To Show Site:

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

Name of Exhibiting Company & Booth #
C/O Paramount Convention Services
Hilton St. Louis at the Ballpark
1 S Broadway
St. Louis, MO 63102
For: Clean Waterways 2018

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

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

OUTBOUND SHIPPING

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

Paramount Convention Services

Phone: 314-621-6677

Online ordering: www.paramountcs.com/exhibitorservices



Shipping Information

Material Handling

Clean Waterways 2018
Hilton St. Louis at the Ballpark
St. Louis, MO
April 4-5, 2018

Advance Receiving Deadline
Monday, March 26, 2018

All orders MUST have a credit card on file.

Advance Receiving at Warehouse:

MUST BE RECEIVED BY: Monday, March 26, 2018

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

*ALL FREIGHT CHARGED AT 100 LB INCREMENTS, WITH 200 LB MINIMUM CHARGE PER SHIPMENT	Shipment Weight / 100	CWT = (hundred lbs) X	RATE	Estimated Total
Shipments received at the warehouse before deadline date, then handled in and out of booth on Straight Time / Straight Time	Lbs/100	CWT	\$70.00 per CWT	\$
Shipments received at the warehouse between 03/27/18- 03/30/18 then handled in and out of booth on Straight Time / Straight Time	Lbs/100	CWT	\$87.50 per CWT	
Shipments received at the warehouse by an air carrier such as UPS, FedEx, etc. or any shipment received WITHOUT a bill of lading	Lbs/100	CWT	\$75.00 per CWT	\$
Shipments received at the warehouse between 03/27/18- 03/30/18 WITHOUT a bill of lading	Lbs/100	CWT	\$93.75 per CWT	

***ABSOLUTELY NO SHIPMENTS ACCEPTED AT WAREHOUSE AFTER: 03/30/2018**

Direct Shipments to Show Site:

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

*ALL FREIGHT CHARGED AT 100 LB INCREMENTS, WITH 200 LB MINIMUM CHARGE PER SHIPMENT	Shipment Weight / 100	CWT = (hundred lbs) X	RATE	Estimated Total
Shipments received at show site during installation times, then handled in and out of booth on Straight Time / Straight Time	Lbs/100	CWT	\$75.00 per CWT	\$
Shipments received at show site by an air carrier such as UPS, FedEx, etc. or any shipment received WITHOUT a bill of lading	Lbs/100	CWT	\$80.00 per CWT	\$

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

Overtime:

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

Material Handling Rates and Charges:

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

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

Material Handling



Off Date Delivery Fees:

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

Van Lines, Uncrated, and Loose Display Shipments:

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

Empty Container Labels:

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

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

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

Inbound bill of Lading or Delivery Receipt:

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

Outbound Shipping:

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

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

Limits of Liability:

After exhibits or materials are placed in the booth, Paramount Convention Services will not be responsible for condition, count, or content until exhibits or materials are picked up for removal after the close of the show. Therefore, all materials should be properly insured against fire, theft, and all hazards from the time they leave your office until they return. We do not assume responsibility for outbound shipments until the count is physically verified vs. the bill of lading submitted by the exhibitor.

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

All exhibit materials handled by Paramount Convention Services are insured at a value not to exceed twenty-five cents (.25) per pound and not to exceed a maximum of fifty dollars (\$50.00) per claim.

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

Paramount Convention Services

Phone: 314-621-6677

Fax: 314-621-6416

Online ordering: www.paramountcs.com/exhibitorservices



Additional Services

Clean Waterways 2018
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St. Louis, MO
April 4-5, 2018

Advance Receiving Deadline
Monday, March 26, 2018

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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.

Forklift:

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

	Straight Time	Overtime
Forklift with Operator (One-hour minimum) (Up to 4,000 lbs. Capacity)	\$175.00 per hr.	\$250.00 per hr.
Material Handler (One hour minimum)	\$65.00 per hr.	\$95.00per hr.

Installation Labor:

Forklift with operator (4,000 lb. Capacity)

No. of Forklifts	Approx Hours	Date	Day of Week	Time
_____	_____	_____	_____	_____

Dismantle Labor:

Forklift with operator (4,000 lb. Capacity)

No. of Forklifts	Approx Hours	Date	Day of Week	Time
_____	_____	_____	_____	_____

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
\$50.00 per skid	\$75.00 per skid

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

Company Name: _____ **Booth #** _____

Paramount Convention Services

Phone: 314-621-6677

Fax: 314-621-6416

Online ordering: www.paramountcs.com/exhibitorservices

Additional Services



Paramount Convention Services

R U S H

DO NOT DELAY

To: _____
(Name of Exhibiting Company)

c/o: Paramount Convention Services
ABF
8630 N. Hall St.
St. Louis, MO 63147

WAREHOUSE

EVENT: Clean Waterways 2018

BOOTH # _____

NUMBER _____ OF _____ PCS

CARRIER: _____

Paramount Convention Services

R U S H

DO NOT DELAY

To: _____
(Name of Exhibiting Company)

c/o: Paramount Convention Services
ABF
8630 N. Hall St.
St. Louis, MO 63147

WAREHOUSE

EVENT: Clean Waterways 2018

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 – Tues., April 3, 2018

To: _____

(Name of Exhibiting Company)

c/o Paramount Convention Services
Hilton St. Louis at the Ballpark

1 S Broadway

St. Louis, MO 63102

For: Clean Waterways 2018

SHOWSITE

BOOTH # _____

NUMBER _____ OF _____ PCS

CARRIER: _____

Paramount Convention Services

R U S H

DO NOT DELAY

CANNOT ARRIVE UNTIL - Tues., April 3, 2018

To: _____

(Name of Exhibiting Company)

c/o Paramount Convention Services
Hilton St. Louis at the Ballpark

1 S Broadway

St. Louis, MO 63102

For: Clean Waterways 2018

SHOWSITE

BOOTH # _____

NUMBER _____ OF _____ PCS

CARRIER: _____

Pre-Printed Outbound Material Handling Agreement and Outbound Label Request

Outbound Material Handling

Company Name:	Booth #
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Complete this form for pre-printed outbound material handling documents and shipping labels at the close of the show.

ONE FORM FOR EACH DESTINATION.

STEP 1. SHIP TO ADDRESS:

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

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

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

STEP 3. FREIGHT CHARGES CONTACT:

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

Show site Instructions: Once your shipment is packed and ready to be picked up, please return the outbound material handling form 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.



Booth Cleaning

Clean Waterways 2018
Hilton St. Louis at the Ballpark
St. Louis, MO
April 4-5, 2018

Discount Deadline
Monday, March 19, 2018

All orders MUST have a credit card on file.

The cleaning services provided by the exhibit hall include only a general sweeping of aisles. Paramount Convention Services has been designated as the exclusive cleaning contractor. No other service contractors will be permitted on the exhibit floor. All rental carpets ordered from Paramount Convention Services are installed in clean condition. Any cleaning service required within your booth space for debris during installation and exhibit hours may be ordered below.

*All rates are based on the total square footage of your booth. (100 SQ. FT. MINIMUM)
Please check preference below.*

Booth Cleaning:

CODE:	Discount	Standard
(4501) ___ DAILY – Vacuum and empty wastebaskets before initial opening of exhibit and DAILY thereafter.	\$.50 sq.ft. per day	\$.65 sq.ft. per day
(4500) ___ ONCE – Vacuum and empty wastebaskets ONCE before initial opening of exhibit.	\$.65 per Sq. ft.	\$.85 per sq. ft.

Exclusive Service:

(4502) ___ Exclusive janitor or porter service (4-hour minimum per day).	\$65.00 per hour S/T	\$95.00 per hour O/T
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*Should your booth give away food items (i.e. popcorn) or other promotional products that cause excessive debris on the show floor, you will be responsible for the additional cleaning required.

****\$330.00 onetime fee****

SIZE OF BOOTH ___ X ___ = ___ SQ.FT. X RATE ___ = ___ PER DAY X NO. OF DAYS ___ = \$ ___

Total: \$ _____

Cancellation policy: Items or services cancelled less than 48 hours prior to first day of move in will be charged 50% of original price, no refunds will be provided once services have been provided.

Company Name: _____ **Booth #** _____

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

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

Booth Cleaning



Sign Service

Clean Waterways 2018
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QUALITY DIGITAL PRINTING WITH LOGOS AND WORDING AT THESE SPECIAL PRICES

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

Code	Quantity	Size	Discount	Standard
(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"	\$60.00	\$78.00
(5005)	_____	28" x 44"	\$120.00	\$156.00
(5006)	_____	40" x 60"	\$235.00	\$305.00
(5007)	_____	38 1/8" x 92 1/8"	\$350.00	\$455.00

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.

SUBTOTAL \$ _____
9.179% _____
TOTAL \$ _____

PLEASE COMPLETE ALL INFORMATION BELOW WHEN ORDERING:

SIGN SIZE: _____ **QUANTITY:** _____

BACKGROUND COLOR: _____ **LETTERING COLOR:** _____

SHAPE (Circle One) HORIZONTAL VERTICAL EASEL BACK

SPECIAL INSTRUCTION:

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

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

Company Name: _____ **Booth #** _____

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

Online ordering: www.paramountcs.com/exhibitorservices

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

Sign Service



Floral Service

Clean Waterways 2018
Hilton St. Louis at the Ballpark
St. Louis, MO
April 4-5, 2018

Discount Deadline
Monday, March 19, 2018

All orders MUST have a credit card on file.

Plant Rentals:

Code	Quantity	Description	Discount	Standard
(6000)	_____	2' – 3' Tropical Plant	\$55.00	\$71.50
(6001)	_____	4' – 5' Tropical Plant	\$65.00	\$84.50
(6002)	_____	5' – 6' Tropical Plant	\$82.00	\$106.50
(6003)	_____	6' – 8' Tropical Plant	\$120.00	\$156.00
(6004)	_____	Ferns: (circle one) Floor / Hanging	\$55.00	\$71.50

All containers for tropical plants will be provided in black

Colors and availability may vary depending upon season and location.

Flowering Plants and Floral Arrangements:

(Purchase only)

Code	Quantity	Description	Discount	Standard
(6005)	_____	Flowering Mum Plant (circle one) Yellow / White / Pink / Burgundy	\$35.00	\$45.50

Colors and availability may vary depending upon season and location.

(6006)	_____	Small Cut Flower Arrangement	\$70.00	\$91.00
(6007)	_____	Medium Cut Flower Arrangement	\$100.00	\$130.00
(6008)	_____	Large Cut Flower Arrangement	\$160.00	\$208.00

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

Yellow White Lavender Rust Blue Pastels

Colors and availability may vary depending upon season and location.

ORDERS MADE AT SHOW SITE CANNOT BE GUARANTEED!

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 be given for floral services.

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

SUBTOTAL \$ _____
9.179% _____
TOTAL \$ _____

Company Name: _____ Booth # _____

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

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

Floral 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. Union jurisdiction allows individually hand carried items only. Material Handling Services may be ordered in advance by completing and returning the enclosed Shipping Information and Service Order Form. Paramount Convention Services will handle **all** incoming show freight regardless of the material handling form being submitted, advance or show site delivery and regardless of if freight is designated as in care of Paramount or not; and the exhibitor will be liable for all appropriate charges as described on the material handling form, as well as all storage fees, if any charged by the facility for items delivered and accepted prior to scheduled move in date

Thank you!



FIRE PREVENTION BUREAU

EXHIBIT HALL FIRE REGULATIONS

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

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

Exhibit Hall Fire Regulations



FREIGHT REGULATIONS

Please be aware that the following rules and regulations will be in effect for Clean Waterways 2018 at the Hilton St. Louis at the Ballpark in St. Louis, MO.

Union regulations require that ALL freight moving in and out of the exhibit hall be handled by one of their representatives. To make this process as smooth as possible for all exhibitors, Paramount Convention Services have implemented the following procedures:

- A representative of Paramount Convention Services WILL deliver ALL freight to your booth. The hotel WILL NOT deliver any freight into the exhibit hall. DUE TO UNION REGULATIONS, THERE WILL BE NO EXCEPTIONS TO THIS RULE.
- o This will occur regardless of whether you ship your freight directly to the hotel or take advantage of our advance freight rates and storage.
- If you do ship directly to the hotel prior to the set-up date please be advised of the following:
 - o The hotel does not generally accept exhibit materials and may refuse your shipment; this includes shipments to individual guest names.
 - o If your materials are accepted you will be charged an additional freight handling fee of \$15 per box for shipments under 75 lbs. and \$100 per shipment over 75 lbs. in addition to the CWT charges and any penalties.
 - o The hotel will only deliver your freight to our service desk and we will complete delivery upon payment.
- To expedite the delivery of your materials to your booth please be advised that Paramount will NOT deliver your shipment unless we have a credit card authorization form on file prior to the first move in date.
- The best way to assure your freight arrives in a timely and cost effective manner is to take advantage of our advance shipping procedures outlined in this exhibitor service kit.

Thank you for your assistance in this matter and if you have any questions or concerns please feel free to contact Paramount at 314-621-6677.





Hilton St. Louis at the Ballpark

Exhibitor Electrical and Audio Visual Order Form

1 South Broadway
St. Louis, MO 63102

Fax Completed forms to 888-807-3029



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

ELECTRICAL SERVICE

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

INTERNET

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

LCD Monitor

	QTY	Unit Price	Days	Total
19" LCD Monitor w/Table Top Stand		\$ 75.00		
24" LCD Monitor w/Table Top Stand		\$ 100.00		
32" LCD Monitor w/Table Top Stand		\$ 150.00		
47" LCD Monitor w/Floor Stand		\$ 215.00		
55" LCD Monitor w/Floor Stand		\$ 315.00		

Payment Information

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

Tax & Service Charge subject to change without notice

Equipment and Service Total	
24% Service Charge	
Subtotal	
Tax (10.679%)	
Total Payment Due	

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

Signature of Card Holder or Hotel Guest

Date



Hilton St. Louis at the Ballpark

Exhibitor Electrical and Audio Visual Order Form

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

ELECTRICAL SERVICE

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

INTERNET

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

LCD Monitor

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

Payment Information

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

Tax & Service Charge subject to change without notice

Equipment and Service Total	
24% Service Charge	
Subtotal	
Tax (11.179%)	
Total Payment Due	

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

Signature of Card Holder or Hotel Guest

Date