



IEEE Globecom
2005

November 28 – December 1, 2005

Renaissance Grand Hotel
St. Louis, Missouri

Exhibitor Service Kit



IEEE GLOBECOM 2005

November 28 – December 2, 2005
St. Louis, Missouri, USA

EXHIBITOR INFORMATION

We want to thank you for being a part of Globecom 2005 and our Globecom Village. We are looking forward to an incredible conference. Below are some details regarding the conference and the exhibit area:

Dates: Monday, November 28 – Thursday, December 1, 2005

Location: Renaissance Grand Hotel

Address: 800 Washington Avenue; St. Louis, MO 63101

Phone: (314) 621-9600

Conference Rate: \$135.00/night – please make reservations through link at <http://www.globecom2005.org/>

Exhibit Hall Hours: Monday 6:00 pm – 9:00 pm (Welcome reception for all attendees to take place in Globecom Village)
(Globecom Village) Tuesday 9:00 am – 5:00 pm
Wednesday 9:00 am – 5:00 pm
Thursday 9:00 am – 5:00 pm (Refreshment breaks during the conference on Tuesday – Thursday will take place in Globecom Village from 10:00 – 10:30 am and 3:30 – 4:00 pm each day)

Wireless access: Globecom Village will provide wireless access free of charge during exhibit hours

Exhibitor Setup: Monday 8:00 am – 4:00pm

Exhibitor Teardown: Thursday 3:00 pm – 5:00 pm

Wireless Access: Globecom Village will provide Wireless Internet Access free of charge during Exhibit Hall hours.

Security: Globecom 2005 will provide 24-hour a day security in Globecom Village from Monday morning through Thursday night. However, we recommend laptops and other portable valuables not be left in unoccupied booths. Globecom 2005 will not be held responsible for lost or stolen items.

Exhibitor Staff: Exhibitors will be allowed no more than 5 staff supporting their exhibit. Please provide a list of names to Craig Agne, Registration Chair, at cagne@mitre.org so we can prepare exhibitor badges. Exhibitors will have access to the Globecom Village only, unless they are registered as conference attendees.



IEEE GLOBECOM 2005

November 28 – December 2, 2005

St. Louis, Missouri, USA

Exhibit Booth Specs: Each booth will have pipe and drape, ID sign, 1 six-foot draped table, two chairs, and a wastebasket.

Shipping Information: Paramount Convention Services will be the tradeshow supplier for Globecom2005. If you are sending booth materials, they will receive, store and transport these materials to the exhibit hall. Please contact Paramount Convention Services (Rich) at 800-883-6578

IEEE/Exhibitor's name and booth number
C/O Paramount Convention Services
ABF
8630 N. Hall Street
St. Louis, MO 63147

If you have any questions regarding Globecom 2005, please contact June Leach-Barnaby at 212 705-8940 or by e-mail at j.leach-barnaby@comsco.org.

We look forward to seeing everyone at Globecom 2005!

Exhibitor Show Information

IEEE Globecom 2005
Renaissance Grand Hotel
St. Louis, MO
Nov. 28 – Dec. 1, 2005

Advance Order Deadline
Monday, November 14, 2005



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

Booth Equipment: show colors - Hunter Green and White

Each Booth will be provided with 8' high backwall drape and 3' high side drape, (1) 6' skirted table, (2) folding chairs, (1) wastebasket, and (1) duplex outlet.

Note: The exhibit area is carpeted. Existing carpet is gold with red, black, and green.

Advance Deadlines:

In order to receive advance prices, we must receive your order, along with a form of payment by Monday, November 14, 2005. If you are shipping to the advance receiving warehouse, your freight must be received by Monday, November 21, 2005, in order to avoid surcharges.

Installation:

Exhibitors may begin setting up their booths on:

Monday November 28, 2005 8:00 a.m. – 4:00 p.m.

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

Show Hours:

Monday	November 28, 2005	6:00 p.m. – 9:00 p.m.
Tuesday	November 29, 2005	9:00 a.m. – 5:00 p.m.
Wednesday	November 30, 2005	9:00 a.m. – 5:00 p.m.
Thursday	December 1, 2005	9:00 a.m. – 5:00 p.m.

Dismantling:

Exhibitors must dismantle their booths on:

Thursday December 1, 2005 5:00 p.m. – 8:00 p.m.

***All freight carriers must check in at the Paramount Convention Services service desk by 6:00 p.m. or your freight will be re-consigned onto the show carrier.**

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

Shipping:

Advance Shipments
to Warehouse

Name of Exhibitor and Booth #
c/o Paramount Convention Services
ABF
8630 N. Hall Street
St. Louis, MO 63147
For: IEEE

Advance Receiving Deadline
Monday, November 21, 2005

Direct Shipments
to show site

Name of Exhibitor and Booth #
c/o Paramount Convention Services
Renaissance Grand Hotel
800 Washington Ave
St. Louis, MO 63101
For: IEEE

Shipments will be accepted
during exhibitor installation
times **ONLY!** (listed above)

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

709 S First Street
St. Louis, MO 63102

(314) 621-6677 phone
(314) 621-6416 fax
www.paramountcs.com

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

Paramount Convention Services
Exhibitor Show Information

Credit Card Authorization / Payment Policies

IEEE Globecom 2005
Renaissance Grand Hotel
St. Louis, MO
Nov. 28 – Dec. 1, 2005

Advance Order Deadline
Monday, November 14, 2005

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www.paramountcs.com

Company Name : _____ Booth # _____

Phone: _____ Fax: _____ E-mail: _____

Address: _____ City, State, Zip _____

By: _____ Name : _____ Date: _____
(Signature) (Please Print)

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. Any discrepancies must be handled before the close of the show.
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 have any questions regarding our payment policy, please call Paramount Convention Services at (314) 621-6677 or visit our Service Desk at show site.

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

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

For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by you or your representative or services rendered to your company for this event.

Credit Card Authorization

MasterCard Visa Discover American Express

Expiration Date: _____

CC # _____

Cardholders Signature: _____

Cardholders Name: _____

Cardholders Billing Address: _____

City, State, Zip : _____

Order Summary:

<u>Furniture Rental</u>	\$ _____
<u>Carpet Rental</u>	\$ _____
<u>Accessories</u>	\$ _____
<u>Rental Unit</u>	\$ _____
<u>Material Handling</u>	\$ _____
<u>Exhibit Labor</u>	\$ _____
<u>Booth Cleaning</u>	\$ _____
<u>Sign Service</u>	\$ _____
<u>Plant Rental</u>	\$ _____
<u>Priority Return</u>	\$ _____

Total Estimated Advance Order \$ _____

This will authorize Paramount Convention Services to charge the amount of your advance/floor orders, material handling charges, and any additional amounts incurred as a result of show site orders placed by you or your representative, to your credit card account. I agree in placing this order that I have accepted Paramount Convention Services, Inc. terms and conditions, including Paramount Convention Services payment policy, and "Limits of Liability and Responsibility".

X _____
Cardholder Signature

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

Paramount Convention Services
Credit Card Authorization / Payment Policies

Furniture Rental Order Form

IEEE Globecom 2005
 Renaissance Grand Hotel
 St. Louis, MO
 Nov. 28 – Dec. 1, 2005

Advanced Order Deadline
 Monday, November 14, 2005



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

Quality Rental Furnishings

Code	QTY	Description	Advance Rates	Floor Rates
(109)	_____	Padded White Folding Chair	\$25.00	\$35.00
(110)	_____	Arm Chair	\$40.25	\$52.00
(120)	_____	High Stool	\$44.00	\$56.50
(130)	_____	Padded Side Chair	\$30.00	\$39.50
(170)	_____	Round Pedestal Table / 30" Diameter 30" High	\$65.00	\$74.75
(180)	_____	Round Pedestal Table / 30" Diameter 42" High	\$75.25	\$100.50

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Miscellaneous Equipment

Code	QTY	Description	Advance Rate	Floor Rate
(020)	_____	Wastebasket	\$10.00	\$12.00
(030)	_____	Tripod Easel	\$15.00	\$20.00
(060)	_____	Bag Holder	\$55.00	\$71.50
(144)	_____	Literature Rack (4 pocket)	\$75.00	\$90.00
(36)	_____	Stanchion	\$10.00	\$12.00
(37)	_____	Stanchion Rope	\$7.00	\$9.00
(38)	_____	Secretarial Chair	\$40.00	\$48.00

Display Tables & Table Draping

Code	QTY	Draped Tables	Advance Rates	Floor Rates
(124_)	_____	4' Table-30" High	\$60.00	\$79.00
(134_)	_____	42" Counter High	\$69.50	\$90.50
(126_)	_____	6' Table-30" High	\$71.75	\$93.25
(136_)	_____	42" Counter High	\$80.75	\$103.50
(128_)	_____	8' Table-30" High	\$88.75	\$108.00
(138_)	_____	42" Counter High	\$105.00	\$129.25

6' and 8' draped tables are only draped on 3 sides

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

CIRCLE COLOR

Red Teal White Black Gold Blue Burgundy Gray Hunter Green Purple
 (2) (3) (4) (5) (6) (7) (8) (9) (0) (1)

Code	QTY	Undraped Tables	Advance Rates	Floor Rates
(1430)	_____	4' Table-30" High	\$36.00	\$44.00
(1442)	_____	42" Counter High	\$44.50	\$55.50
(1630)	_____	6' Table 30" High	\$46.75	\$58.25
(1642)	_____	42" Counter High	\$55.50	\$68.50
(1830)	_____	8' Table 30" High	\$58.00	\$73.00
(1842)	_____	42" Counter High	\$74.50	\$94.25

4th Side Drape

(152_)	_____	4 th Side Drape-30" Tall	\$25.00	\$35.00
(153_)	_____	4 th Side Drape-42" Tall	\$25.00	\$35.00

CIRCLE COLOR

Red Teal White Black Gold Blue Burgundy Gray Hunter Green Purple
 (2) (3) (4) (5) (6) (7) (8) (9) (0) (1)

Special Drape Background

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

Code	QTY	Description	Advance	Floor
(11_0)	_____	8' H Background per ft	\$10.00	\$13.00
(10_0)	_____	3' H Side Rails per ft	\$5.00	\$7.00

CIRCLE COLOR

Red Teal White Black Gold Blue Burgundy Gray Hunter Green Purple
 (2) (3) (4) (5) (6) (7) (8) (9) (0) (1)

Total \$ _____

Charges for rental items listed above are for the duration of the show and include delivery, installation, and removal. Cancellation policy: Items cancelled will be charged at 50% of original price after installation begins, and 100% of original price after delivery. All claims or discrepancies must be settled at the Paramount Convention Services service desk prior to show closing.

Company Name : _____ Booth # _____

Phone: _____ Fax: _____ E-mail: _____

Address: _____ City, State, Zip _____

By: _____ Name : _____ Date: _____
 (Signature) (Please Print)

Paramount Convention Services
 Furniture Rental Order Form

Carpet Rental Order Form

IEEE Globecom 2005
 Renaissance Grand Hotel
 St. Louis, MO
 Nov. 28 – Dec. 1, 2005

Advance Order Deadline
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 order deadline
 date!

Standard Carpet

Code	QTY	Description	Advance Rates	Floor Rates
(2__)	_____	9' x 10'	\$93.50	\$115.50
(3__)	_____	9' x 20'	\$187.00	\$231.00
(4__)	_____	9' x 30'	\$280.50	\$346.50

Please Circle Desired Color:

Red (10) **Blue** (20) **Teal** (30) **Burgundy** (40) **Gray** (50) **Hunter Green** (60) **Black** (70)

Area Carpet

Code	Booth Size	Advance Rates	Floor Rates
(9__)	_____ ' x _____ ' = _____ Sq. Ft.	\$2.00 per sq. ft.	\$2.75 per sq. ft.

Please Circle Desired Color:

Red (10) **Blue** (20) **Teal** (30) **Burgundy** (40) **Gray** (50) **Hunter Green** (60) **Black** (70)

Deluxe Carpet

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

BOOTH SIZE	Advance Rates	Floor Rates
_____ ' x _____ ' = _____ sq. ft.	\$3.19 per sq. ft.	\$4.13 per sq. ft.

Please Circle Desired Color:

Charcoal (202) **Blush** (203) **Silky Beige** (204) **Black** (205) **Cement** (206) **Sky Blue** (207) **Spice Teal** (208) **Hunter Green** (209)

Miscellaneous

Code	Description	Advance Rates	Floor Rates
(200)	Carpet Pad _____ ' x _____ ' = _____ Sq. ft.	\$.77 per sq. ft.	\$1.05 per sq. ft.
(201)	Visqueen _____ ' x _____ ' = _____ Sq. ft.	\$.39 per sq. ft.	\$.55 per sq. ft.

Company Name: _____ Booth # _____

Phone: _____ Fax: _____ E-Mail: _____

Address: _____ City, State, Zip _____

By: _____ Name: _____ Date: _____
 (Signature) (Please Print)

Paramount Convention Services
 Carpet Rental Order Form

These popular, practical configurations simplify your tradeshow participation. Bring your own graphics, add foliage, carpet, furnishings, shelves and lights, to enhance your display. Header graphics are included. Must be ordered ten days prior to move in or a 30% additional charge will apply. On-site availability limited.

Rental Unit Desired _____ Name of Convention _____

Company Name _____ Ordered by _____

Choose Panel Color: White Grey

Other colors available at an additional \$ 35 per panel

Blue Teal Red Black Veltex



A. Invite prospects into this 10'x20' booth for an intimate discussion of your products or services.

The storage cabinets let you keep materials or equipment locked away.

\$ 2,400.00



B. This 10'x20' booth makes a big impression as it provides a wide open selling area.

The spacious storage cabinet provides a place to keep extra materials.

\$ 2,500.00



C. This 10'x10' unit is a simple way to get started. Add graphics, a table or a counter and you are ready to sell.
\$ 800.00



D. This multi-entrance/exit 20'x20' booth allows you to sell your products or services from all sides. There is plenty of room for shelves and graphics.
\$ 3,300.00



E. This 10'x10' unit adds dimension as it thrusts out to the aisle to capture more attention.
\$ 1,500.00

Accessories Rental Order Form

IEEE Globecom 2005
Renaissance Grand Hotel
St. Louis, MO
Nov. 28 – Dec. 1, 2005

Advance Order Deadline
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(314) 621-6416 fax
www.paramountcs.com

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

Shelves/Gondolas

Code	QTY	Description	Advance Rates	Floor Rates
(1810)	___	One Sided Free Standing Gondola	\$172.75	\$224.60
(1811)	___	Double Sided Free Standing Gondola	\$231.00	\$300.30
(1801)	___	1 Meter Straight Shelf (for use w/rental unit only)	\$47.50	\$61.75
(1802)	___	1 Meter Angled Shelf (for use w/rental unit only)	\$47.50	\$61.75

Display Panels

Code	QTY	Description	Advance Rates	Floor Rates
(1813)	___	Velcro Board 38" x 8'	\$140.00	\$182.00
(1819)	___	Poster Board 4' x 8'	\$110.00	\$143.00

Counters

Code	QTY	Description	Advance Rates	Floor Rates
(1820)	___	1 Meter x 1/2 Meter	\$220.00	\$286.00
(1806)	___	2 Meters x 1/2 Meter	\$264.00	\$343.00
(1807)	___	1 Meter Radius x 1/2 Meter	\$286.00	\$371.00

***ALL COUNTERS ARE 42" TALL**

Select Standard Panel Colors: (circle one) White Gray

Panel Colors Available at an additional \$40.00 per panel: (circle one) Teal Red Black Blue

Light Fixtures

Code	QTY	Description	Advance Rates	Floor Rates
(1815)	___	Ball Light	\$38.50	\$50.05
(1816)	___	Stem Light	\$38.50	\$50.05
(1817)	___	Track Light (1 Meter)	\$154.00	\$200.00

Table Top Risers

Code	QTY	Description	Advance Rates	Floor Rates
(1644)	___	4' long table riser	\$28.00	\$36.50
(1664)	___	6' long table riser	\$35.00	\$45.00
(1684)	___	8' long table riser	\$43.00	\$56.00

Company Name: _____ Booth # _____

Phone: _____ Fax: _____ E-Mail: _____

Address: _____ City, State, and Zip _____

By: _____ Name: _____ Date: _____
(Signature) (Please Print)

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

Paramount Convention Services
Accessories Rental Order Form

Priority Empty Return & Accessible Storage Order Form

IEEE Globecom 2005
Renaissance Grand Hotel
St. Louis, MO
Nov. 28 – Dec. 1, 2005

Advanced Receiving Deadline
Monday, November 14, 2005

All orders MUST have a credit card authorization form 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 (3009).....\$100.00 per Container

Estimated Number of Pieces.....

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

ACCESSIBLE STORAGE

STORAGE INSTRUCTIONS

A storage area will be available for exhibitors samples and literature in the facility. Depending on space available in the facility, these items may be stored on trailers in the loading dock area. Paramount employees will be available to access storage items during show hours, one hour prior to show opening, and one half hour after show closing each day. All material in storage on the last day of the show will be returned to their designated booth space at the close of the show. Due to fire regulations and for security purposes, **NO LARGE DELIVERIES CAN BE MADE DURING SHOW HOURS.** Show management reserves the right to stop deliveries at any time during the show hours, so please schedule deliveries prior to show opening. Storage space may be limited. Orders **MUST** be received by the deadline date to guarantee storage space. The charge for storage space is as follows:

Accessible Storage (3010): \$100.00 base charge per piece plus one hour (minimum) labor charge per delivery.

Labor Rates:

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

8:00 a.m. – 4:30 p.m. Monday - Friday

Overtime: (one hour minimum per man).....\$100.00

YES, I wish to reserve space for accessible storage, I plan on storing _____ pallets/boxes/crates/cases.
(# of pieces) (circle one)

Deliveries

To have items placed in or removed from accessible storage, please notify the Paramount Service Desk.

ALL GOODS STORED WITH PARAMOUNT ARE STORED AT YOUR OWN RISK. We shall not be liable for any injury, damage, loss, theft, or destruction, including, but not limited to damage from atmospheric conditions or rust, negligence (whether caused by ourselves or by servants, agents, employees or others), failures to act, breach of contract, breach of warranty, water, condensation, fire, floods, acts of God or any act beyond our sole control. We are not liable for any direct, consequential, or incidental damages nor for loss of profit or loss due to failures to obtain or turnover goods at any particular time or place whatsoever, however such loss may be incurred. We are not liable for or chargeable with any loss of sales, income, resale, commissions, or brokerage, nor for any freight or demurrage.

Company Name: _____ Booth # _____

Phone: _____ Fax: _____ E-mail: _____

Address: _____ City, State, Zip _____

By: _____ Name: _____ Date: _____
(Signature) (Please Print)



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(314) 621-6416 fax

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Paramount Convention Services

Accessible Storage & Priority Empty Return

Shipping Information

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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:

Exhibitors Firm Name & Booth #
C/O Paramount Convention Services
ABF
3630 North Hall Street
St. Louis, MO 63147
For: IEEE

**ADVANCE RECEIVING DEADLINE:
MONDAY, November 21, 2005**

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

Direct Shipment 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:

Exhibitors Firm Name & Booth #
C/O Paramount Convention Services
Renaissance Grand Hotel
800 Washington Ave
St. Louis, MO 63101
For: IEEE

**FOR DELIVERY DURING INSTALLATION
TIMES AND DATES ONLY! ALL OTHER
DELIVERIES WILL BE REFUSED!**

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

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

OUTBOUND SHIPPING

Please note that any freight being shipped at the close of the show can be handled through our convention carrier, ABF. **If you wish to use another carrier, you must notify them for an appointment to pick up your freight at the close of the show.** All cartons must be properly labeled with your company's account number clearly posted, as well as shipping address. You must fill out a Paramount Bill of Lading and return it to the service desk. If your carrier of choice does not check in by the designated time (posted on Show Information form, pg. 1) for any reason, your freight will be re-consigned onto our convention carrier.

IF you are shipping freight, please complete the lower portion of this form, acknowledging you have read and understand the above information.

Company Name : _____ Booth # _____

Phone: _____ Fax: _____ E-mail: _____

Address: _____ City, State, Zip _____

By: _____ Name: _____ Date: _____
(Signature) (Please Print)

Paramount Convention Services
Shipping Information

Material Handling Order Form

IEEE Globecom 2005
Renaissance Grand Hotel
St. Louis, MO

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

*ALL FREIGHT CHARGED AT 100 LB INCREMENTS, WITH 200 LB MINIMUM CHARGE PER SHIPMENT	Shipment Weight / 100	CWT = (hundred lbs)	X RATE	= Estimated Total
Freight received at warehouse before deadline date, then handled in and out of booth on Straight Time/ Overtime	Lbs/100	CWT	\$70.00 per CWT	\$
Any shipment delivered VIA air carrier. Example: UPS, Fed EX, Airborne, etc.	Lbs/100	CWT	\$85.90 per CWT	\$

Advance Receiving Deadline -

Monday, November 21, 2005Last day for crated shipments to arrive at the advance warehouse without surcharges. A 25% surcharge based on the above rates will apply to each shipment received at the advance warehouse after this date.

- B. **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
Freight received at show site during installation times, then handled in and out of booth on Straight Time /Overtime	Lbs/100	CWT	\$70.00 per CWT	\$
Any shipment delivered VIA air carrier Example: UPS, FedEx, Airborne,etc.	Lbs/100	CWT	\$85.90 per CWT	\$

***Shipments sent directly to show site to arrive during published exhibitor installation times ONLY! Shipments arriving outside of the designated times will be subject to surcharges.**

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

D. Material Handling Rates and Charges

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

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

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

Paramount Convention Services
Material Handling Order Form

E. Penalties

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

F. Van Lines, Uncrated, and Loose Display Shipments

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

G. Empty Container Labels

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

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

On site container storage for items not handled by Paramount Convention Services will be charged at \$30.00 per piece. (3008)

H. Inbound Bill of Lading or Delivery Receipt

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

I. Vehicle Spotting

Any vehicles driven into the exhibit hall under their own power will incur a round-trip spotting fee of \$150.00. Vehicles not moved in under their own power will be unloaded and charged based on weight. (2190)

J. Additional Services Available

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

	<u>ST Code</u>	<u>Straight Time</u>	<u>OT Code</u>	<u>Overtime</u>	
Forklift with Operator (Up to 4,000 lbs. Capacity)	(2150)	\$150.00 per hr.	(2155)	\$200.00 per hr.	(One-hour minimum)
Material Handler	(2160)	\$50.00 per hr.	(2165)	\$100.00 per hr.	(One hour minimum)

Banding (2170)

Metal Banding will be available for securing outbound shipments at a rate of .50 cents per foot, plus labor. (One hour minimum).

Shrink Wrap (2180)

Shrink-wrap will be available for securing outbound shipments at a rate of \$50.00 per skid.

K. Outbound Shipping

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

L. Limits of Liability

1. After exhibits or materials are placed in the booth, Paramount Convention Services will not be responsible for condition, count, or content until such time as exhibits or materials are picked up for removal after the close of the show. Therefore, all materials should be properly insured against fire, theft, and all hazards from the time they leave your office until they return. We do not assume responsibility for outbound shipments until the count is physically verified vs. the bill of lading submitted by the exhibitor.
2. Paramount Convention Services will not be responsible for damage to uncrated and/or un-skidded exhibit material, not for concealed damage to materials.
3. 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.
4. **Be sure your freight is insured from the time it leaves your place of business until it is returned after the show.**

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

Company Name: _____ Booth # _____

Phone: _____ Fax: _____ E-mail: _____

Address: _____ City, State, Zip _____

By: _____ Name: _____ Date: _____
(Signature) (Please Print)

Material Handling Order Form Cont'd

Paramount Convention Services

R U S H

DO NOT DELAY

Exhibit Material

To: _____

(Name of Exhibiting Company)

c/o: Paramount Convention Services

ABF

8630 North Hall Street

St. Louis, MO 63147

WAREHOUSE

EVENT: IEEE

BOOTH # _____

NUMBER _____ OF _____ PCS

CARRIER: _____

Paramount Convention Services

R U S H

DO NOT DELAY

Exhibit Material

To: _____

(Name of Exhibiting Company)

c/o: Paramount Convention Services

ABF

8630 North Hall Street

St. Louis, MO 63147

WAREHOUSE

EVENT: IEEE

BOOTH # _____

NUMBER _____ OF _____ PCS

CARRIER: _____

Paramount Convention Services

EXHIBIT MATERIALS

To: _____
(Name of Exhibiting Company)

c/o: Paramount Convention Services
Renaissance Grand
800 Washington Avenue
St. Louis, MO 63101

SHOWSITE

EVENT: IEEE
BOOTH # _____
NUMBER _____ OF _____ PCS
CARRIER: _____

Paramount Convention Services

EXHIBIT MATERIALS

To: _____
(Name of Exhibiting Company)

c/o: Paramount Convention Services
Renaissance Grand
800 Washington Avenue
St. Louis, MO 63101

SHOWSITE

EVENT: IEEE
BOOTH # _____
NUMBER _____ OF _____ PCS
CARRIER: _____

Exhibit Labor Order From

IEEE Globecom 2005
Renaissance Grand Hotel
St. Louis, MO
Nov. 28 – Dec. 1, 2005

Advance Order Deadline
Monday, November 14, 2005

All orders must have a credit card authorization form on file.



709 S First Street
St. Louis, MO 63102

(314) 621-6677 phone
(314) 621-6416 fax
www.paramountcs.com

	Advance Rates	Floor Rates
Exhibit Straight Labor Request:		
Straight Time: (One hour minimum per man).....	\$50.00	\$60.00
8:00 a.m. – 4:30 p.m. Monday through Friday		
Over Time: (One hour minimum per man).....	\$100.00	\$120.00
4:30 p.m. – 8:00 a.m. Monday through Friday, all Saturdays, Sundays, and Holidays.		

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 instruction, 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. Please be sure to send display and graphic drawings wither 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	Time
_____	_____	_____	_____	_____

DISMANTLE:

# of men	approx. hours	Date	Day of week	Time
_____	_____	_____	_____	_____

Ladder(s) needed? ___ 8' ___ 12' ___ 14'

 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: _____

Ladder(s) needed? ___ 8' ___ 12' ___ 14'

Company Name: _____ Booth # _____

Phone: _____ Fax: _____ E-mail: _____

Address: _____ City, State, Zip _____

By: _____ Name: _____ Date: _____
(Signature) (Please Print)

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

Paramount Convention Services
Exhibit Labor Order Form

Sign Service Order Form

IEEE Globecom 2005
Renaissance Grand Hotel
St. Louis, MO
Nov. 28 – Dec. 1, 2005

Advance Order Deadline
Monday, November 14, 2005

All orders must have a credit card authorization form in file.



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St. Louis, MO 63102

(314) 621-6677 phone
(314) 621-6416 fax

www.paramountcs.com

QUALITY DIGITAL PRINTING WITH LOGO'S AND WORDING AT THESE SPECIAL PRICES

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

Code	Size	Advance Rates	Floor Rates
(5010)	7" x 11"	\$25.00	\$38.00
(5020)	11" x 14"	\$30.00	\$45.00
(5030)	7" x 44"	\$32.00	\$48.00
(5040)	14" x 22"	\$40.00	\$60.00
(5050)	22" x 28"	\$48.00	\$72.00
(5060)	28" x 44"	\$70.00	\$105.00
(5070)	40" x 60"	\$120.00	\$180.00

OPTIONAL SERVICES

(5090) Easel back applied to sign -\$6.00 per sign

Sub-Total \$	_____
7.616% Tax \$	_____
Total \$	_____

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

PLEASE COMPLETE ALL INFORMATION BELOW WHEN ORDERING:

SIGN SIZE: _____ QUANTITY: _____

BACKGROUND COLOR: _____ LETTERING COLOR: _____

SHAPE (Circle One) HORIZONTAL VERTICAL EASEL BACK

SPECIAL INSTRUCTION: _____

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

Company Name: _____ Booth # _____

Phone: _____ Fax: _____ E-mail: _____

Address: _____ City, State, Zip _____

By: _____ Name: _____ Date: _____
(Signature) (Please Print)

Paramount Convention Services
Sign Service Order Form

Floral Service Order Form

IEEE Globecom 2005
Renaissance Grand Hotel
St. Louis, MO
Nov. 28 – Dec. 1, 2005

Advance Order Deadline
Monday, November 14, 2005

All orders must have a credit card authorization form on file.



709 S First Street
St. Louis, MO 63102

(314) 621-6677 phone
(314) 621-6416 fax
www.paramountcs.com

-PLANT RENTALS

Code	Quantity	Description	Advance Rates	Floor Rates
(9601)	_____	2' – 3' Tropical Plant	\$35.00	\$54.00
(9602)	_____	4' – 5' Tropical Plant	\$55.00	\$88.00
(9603)	_____	6' – 7' Palms/Trees	\$82.00	\$110.00
(9604)	_____	8' – 10' Ficus Trees	\$110.00	\$137.00
(9605)	_____	Hanging Plants	\$42.00	\$61.00
(9606)	_____	Ferns	\$35.00	\$48.00

-FLOWERING PLANTS AND FLORAL ARRANGEMENTS (PURCHASE ONLY)

Code	Quantity	Description	Advance Rates	Floor Rates
(970_)	_____	**Flowering Mum Plant	\$28.00	\$41.00
(9711)	_____	Cut Flower Arrangement	\$55.00	\$82.00
(9712)	_____	Cut Flower Arrangement	\$77.00	\$99.00

**COLOR DESIRED (FOR MUMS ONLY)

(1) Yellow (2) White (3) Purple (4) Rust
Colors may vary depending upon season and location

ORDERS MADE AT SHOW SITE CAN NOT BE GUARANTEED!

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

Sub-Total \$ _____
7.616% Tax \$ _____
Total \$ _____

Company Name: _____ Booth # _____

Phone: _____ Fax: _____ E-mail: _____

Address: _____ City, State, Zip _____

By: _____ Name: _____ Date: _____
(Signature) (Please Print)

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

Paramount Convention Services
Floral Service Order Form

Electric Service Order Form

IEEE Globecom 2005
 Renaissance Grand Hotel
 St. Louis, MO
 Nov. 28 – Dec. 1, 2005

Advance Order Deadline
 Monday, November 14, 2005

All orders must have a credit card authorization form on file.



709 S First Street
 St. Louis, MO 63102

(314) 621-6677 phone
 (314) 621-6416 fax
www.paramountcs.com

Company Name: _____ Booth # _____

Phone: _____ Fax: _____ E-mail: _____

Address: _____ City, State, Zip _____

By: _____ Name: _____ Date: _____
 (Signature) (Please Print)

LABOR CHARGES

STRAIGHT TIME LABOR (8AM TO 4:30PM)	\$49.50 PER HOUR
OVERTIME LABOR (BEFORE 8AM, AFTER 4:30PM & SATURDAYS)	\$75.00 PER HOUR
SUNDAY AND HOLIDAY LABOR	\$99.00 PER HOUR

RATES QUOTED BELOW COVER ONLY THE DELIVERY OF SERVICES TO THE BOOTH. PRICES DO NOT INCLUDE CONNECTING EQUIPMENT OR SPECIAL WIRING. ADDITIONAL SERVICES WILL BE CHARGED ON A TIME AND MATERIAL BASIS. PROPER TAGGING OF EQUIPMENT TO INDICATE VOLTAGE, PHASE, CURRENT, ETC. IS THE EXHIBITORS RESPONSIBILITY.

Conditions & Regulations

1. A separate outlet must be ordered for each electrical unit to be connected. Exhibitors should consider the possibility of providing an electrical distribution center designed to handle their total exhibit electrical load where multiple connections would be provided.
2. Building utility outlets are not part of booth space and are not to be used by the exhibitors unless otherwise specified.
3. Under no circumstances shall anyone other than "House Electricians" make electrical connections to building utility outlets.
4. All equipment regardless of source of power must comply with all Federal, State and Local codes.
5. Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs is prohibited by codes.
6. All exhibitors cords must be the 3 wire grounded type. All exposed non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
7. Special equipment requiring company engineers or technicians for assembly servicing, preparatory work and operation may require connections and overload protection. Adaptations to such equipment must be made by "House Electricians."
8. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
9. The electrical contractor is not responsible for voltage fluctuations or power failures on service lines.
10. All materials and equipment furnished by the electrical contractor for services shall remain the property of the contractor and be removed.
11. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner and do not include connecting special wiring.
12. Special service or connecting of equipment will be charged at prevailing rates for labor and materials (as shown above).
13. Advance orders must be received by the Advance Order Deadline date indicated above.
14. No credit can be issued on outlets installed as ordered and not used. Claims will not be considered unless filed by exhibitor before the close of the exhibition.
15. Exhibitors are responsible for all specialty items: surge suppressors/protectors, isolation transformers, converters, adapters, etc.

Power to run booth equipment

		Quantity		
Single phase service - All power 60 cycle				
Code	Description	Qty	Advance Rates	Floor Rates
(4010)	120V/15AMPS	_____	\$50.00	\$75.00
(4020)	120V/20AMPS	_____	\$60.00	\$89.00
(4030)	120V/30AMPS	_____	\$94.00	\$140.00
(4130)	208V/20AMPS	_____	\$202.00	\$304.00
(4140)	208V/30AMPS	_____	\$278.00	\$361.40
(4150)	208v/60AMPS	_____	\$444.00	\$663.00
(4160)	208V/100AMPS	_____	\$658.00	\$897.00
Three phase service - All power 60 cycle				
(4210)	208V/20AMPS	_____	\$305.00	\$455.00
(4220)	208V/30AMPS	_____	\$341.00	\$512.00
(4230)	208V/60AMPS	_____	\$546.25	\$819.00
(4240)	208V/80AMPS	_____	\$770.50	\$1100.00
Other services and equipment				
(4800)	Extension Cord	_____	\$28.00	\$40.00

Any other services required: PLEASE CALL ??????????????????
 ?

SEPARATE OUTLET MUST BE ORDERED FORE EACH UNIT TO BE CONNECTED.

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

Paramount Convention Services
 Electric Service Order Form



IEEE GLOBECOM 2005
November 28- December 2
St. Louis, MO



Audio Visual Production Group
(504) 581-2874 phone

Official Exhibit Rental Order Form

DESCRIPTION	QTY	SHOW RATE	TOTAL
AUDIO			
Wired Microphone (Hand held)		\$ 60.00	
Wired Microphone (Lavalieri)		\$ 60.00	
Wireless UHF Microphone (Hand held)		\$ 260.00	
Wireless UHF Microphone (Lavalieri)		\$ 260.00	
Audio Mixing Board (4 Channel)		\$ 90.00	
Powered Speaker (Small = 0-50 people)		\$ 125.00	
Powered Speaker (Large = 50-100 people)		\$ 245.00	
CD Player		\$ 95.00	
Cassette Player		\$ 95.00	
Laptop or Computer Audio Cable		\$ 60.00	
PROJECTION			
Overhead Projector		\$ 95.00	
35mm Projector		\$ 95.00	
LCD Projector (1700 Lumens)		\$ 680.00	
LCD Projector (3000 Lumens)		\$ 1,250.00	
6'0" Tripod Screen w/skirt		\$ 85.00	
VIDEO			
DVD Player		\$ 135.00	
1/2" VCR Player		\$ 95.00	
20" Video Monitor		\$ 155.00	
25" Video Monitor		\$ 185.00	
34" Cart w/skirt		\$ 45.00	
54" Cart w/skirt		\$ 60.00	
PLASMA DISPLAYS			
29" Data/Video Monitor 29/30		\$ 475.00	
42" Plasma Flat Screen Monitor		\$ 1,200.00	
50" Plasma Flat Screen Monitor		\$ 1,700.00	
72" Plasma Floor Stand		\$ 140.00	
Plasma Wall Mount Bracket		\$ 65.00	
FLAT PANEL MONITOR			
15" LCD Flat Panel Monitor		\$ 165.00	
18" LCD Flat Panel Monitor		\$ 265.00	
20" LCD Flat Panel Monitor		\$ 365.00	
LCD Flat Panel Monitor Wall Mount Bracket		\$ 45.00	
FULL SIZE CPU MONITOR			
15" SVGA Monitor		\$ 75.00	
17" SVGA Monitor		\$ 100.00	
21" XGA Monitor		\$ 185.00	



IEEE GLOBECOM 2005
November 28- December 2
St. Louis, MO



Audio Visual Production Group
(504) 581-2874 phone

DESKTOP COMPUTERS			
Pentium-III 1GHZ-256MB/20.0GB HDD/32MB Vram/52X CD/Intel 10/100 w/ 17"		\$ 325.00	
Pentium-IV-1.6GHZ-256MB/20.0GB HDD/32MB Vram/52X CD/3COM 10/100 w/17"		\$ 350.00	
Pentium-IV-2.0GHZ-256MB/40.0GB HDD/32MB Vram/52X CD/3COM 10/100 w/17"		\$ 375.00	
LAPTOP COMPUTERS			
Pentium-IV 2.0GHZ- 512MB/40.0GB HDD		\$ 350.00	
PRINTERS AND SYSTEMS			
HP Laser Printer		\$ 250.00	

Specialty items not listed are available-please call.

Equipment Subtotal: _____

Handling Charge = 15% of subtotal or \$50.00 minimum
Includes delivery, set-up and dismantle: _____

TOTAL CHARGES: _____

Payment Information:

Card Type _____ Card # _____ Exp. Date _____

Name on Card _____ Signature of Cardholder _____

Cardholder Address _____ City _____ State _____ Zip _____

Company Information:

Company _____ Address _____

City _____ State _____ Zip Code _____

Phone # _____ Fax # _____ Email _____

On-Site Information:

On-Site Contact _____ On-Site Cell Phone _____ Booth No. _____

Order Date _____ Delivery Date _____ Delivery Time _____ Pick-Up Date _____ Pick-up Time _____

Terms and Conditions: Full Payment Must Be In Advance. Orders received after deadline date will incur a 25% rate increase.

Cancellations of equipment and services must be before deadline date. **DEADLINE DATE IS NOVEMBER 5, 2005.**

It is understood and agreed that the customer is responsible for the safe return and will be billed for any damages or loss of equipment.

Equipment not accepted on assigned delivery date and time will incur additional re-delivery and handling charges.

FAX ORDER TO (504) 522-7302

AUDIO VISUAL PRODUCTION GROUP - 1800 Huey P. Long Ave., Suite K Gretna, LA 70053- (504) 581-2874
COMPLETE AUDIO VISUAL AND COMPUTER SERVICES AVAILABLE.

Thank You For Your Order

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.

709 S First Street
St. Louis, MO 63102

(314) 621-6677 phone
(314) 621-6416 fax
www.paramountcs.com

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. 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 and will not permit exhibitors' use of dollies, hand trucks or pushcarts. 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 freight regardless of the material handling form being submitted and the exhibitor will be liable for all appropriate charges as described on the form.

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 Marshall.
6. Automobiles, trucks, tractors, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside any building shall have **no more than two (2) gallons of fuel in the tank**; all fuel tanks shall be locked or effectively sealed and **battery cables shall be disconnected from the ignition system**. The battery can not 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 Marshall.**
7. The use of liquefied petroleum gases inside buildings, tents or areas is strictly prohibited, except for demonstration when approved by the Fire Marshall.
8. "No smoking by Order of Fire Marshall" signs shall be posted and maintained in areas designated by the Fire Marshall.
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.