PARAMOUNT
CONVENTION SERVICES, INC.

Exhibitor Service Kit

Missouri Bridal
&
Wedding Expo

December 13, 2026

America's Center

St. Louis, MO

Exhibitor Show Information

Missouri Bridal & Wedding Expo
America's Center
St. Louis, MO
December 13, 2026

Discount Deadline
Monday, November 30, 2026

All orders MUST have a credit card on file.

Booth Equipment:

Each (10'x10') Booth will be provided with 8' high back wall drape, 3' side dividers, and a booth identification sign showing the company name.

Note: The exhibit area is NOT carpeted.
Show Colors: White

Deadlines:

To receive discount prices, we must receive your order, along with a form of payment by **Monday, November 30, 2026**. If you are shipping to the advance receiving warehouse, your freight must be received by **Monday, December 7, 2026**, to avoid surcharges.

Installation:

Exhibitors may begin setting up their booths on:
Sunday December 13, 2026 8:00AM – 1:00PM
All crates and empty boxes MUST be off the show floor by the close of installation.

Show Hours:

Sunday December 13, 2026 1:00PM – 5:00PM

Dismantling:

Exhibitors must dismantle their booths on:
Sunday December 13, 2026 5:00PM – 8:00PM

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

***All freight carriers must check in with Paramount Convention Services by 7:00PM, Sunday, Dec. 13, 2026 or your freight will be re-consigned onto the show carrier ABF.**

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

ONLINE ORDERING: www.paramountcs.com/exhibitorservices

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

Show Information

PARAMOUNT CONVENTION SERVICES, INC.

Key Contact List
and
Discount Rate Deadlines

Category	Company/Phone #/Contact Name	Discount Rate Date
Association	American Consumer Shows 516-422-8100 info@acsshows.com	
Furniture/ Carpet	Paramount Convention Services 314-621-6677 Leigh Everett leverett@paramountcs.com ONLINE ORDERING: www.paramountcs.com/exhibitorservices	Monday, November 30, 2026
Electric/ Booth Cleaning	Edlen (P) 314-342-5324 (F) 314-342-5384 stlouis@edlen.com FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM	
Internet	SmartCity Call (888) 446-6911 • Email: customerservice@smartcitynetworks.com Order online at: https://orders.smartcitynetworks.com Or fax order to (702) 943-6001 *INCENTIVE RATE APPLIES TO ORDERS RECEIVED WITH PAYMENT 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN	

Credit Card Authorization/Payment Policies

Missouri Bridal & Wedding Expo
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St. Louis, MO
December 13, 2026

Discount Deadline
Monday, November 30, 2026

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	$
Exhibit Labor	$
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

PARAMOUNT CONVENTION SERVICES, INC.

Third Party Authorization

Missouri Bridal & Wedding Expo
America's Center
St. Louis, MO
December 13, 2026

Discount Deadline
Monday, November 30, 2026

All orders MUST have a credit card on file.

Paramount Convention Services Phone: 314-621-6677 Fax: 314-621-6416
Online ordering: www.paramountcs.com/exhibitorservices
Email form to: leverett@paramountcs.com or katie@paramountcs.com

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

ALL SERVICES **RENTAL FURNITURE/CARPET/ACCESSORIES**

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

EXHIBIT LABOR **BOOTH CLEANING** **SIGNAGE**

FLORAL **OTHER**_____

THIRD PARTY COMPANY INFORMATION

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

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

Third Party Billing Address: _____

City, State, Zip: _____

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

Contact's E-Mail: _____

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

MATERIAL HANDLING INFORMATION

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

SIGNATURE:_____

Warehouse Show Site (circle one)
Carrier:_____ **# of Pieces:**_____ **Estimated Weight:**_____
Contents of Shipment:_____

Warehouse Show Site (circle one)
Carrier:_____ **# of Pieces:**_____ **Estimated Weight:**_____
Contents of Shipment:_____

Warehouse Show Site (circle one)
Carrier:_____ **# of Pieces:**_____ **Estimated Weight:**_____
Contents of Shipment:_____

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

Third Party Authorization

PARAMOUNT CONVENTION SERVICES, INC.

Furniture Rental

Missouri Bridal & Wedding Expo
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*Photographs of these items can be found at **www.paramountcs.com/exhibitorservices**

Chairs

Code	QTY	Description	Discount	Standard
(1002)	____	Black Vinyl Padded Side Chair	$57.00	$74.00
(1003)	____	Deluxe Gray Upholstered Padded Side Chair	$69.00	$90.00
(1004)	____	Gray Upholstered Arm Chair	$63.00	$82.00
(1005)	____	Black Secretarial Chair on Casters	$60.00	$78.00
(1007)	____	Gray Upholstered High Stool	$85.00	$110.00
(1010)	____	Black Mid Back Leather Sled Chair	$105.00	$137.00
(1011)	____	Black High Back Executive Chair on Casters	$105.00	$137.00

Miscellaneous Equipment

Code	QTY	Description	Discount	Standard
(1400)	____	Wastebasket	$19.00	$25.00
(1401)	____	Tripod Easel	$28.00	$36.00
(1402)	____	Bag Holder	$78.00	$102.00
(1403)	____	Literature Rack (5 pocket)	$78.00	$102.00
(1404)	____	Stanchion (Tensa Barriers)	$28.00	$36.00

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

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

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

PARAMOUNT CONVENTION SERVICES, INC.

Table Rental

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Skirted Tables

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

Code	QTY	Draped Tables	Discount	Standard
(1100)	____	4' Table-30" High	$90.00	$117.00
(1101)	____	42" Counter High	$100.00	$130.00
(1102)	____	6' Table-30" High	$100.00	$130.00
(1103)	____	42" Counter High	$105.00	$136.00
(1104)	____	8' Table-30" High	$120.00	$156.00
(1105)	____	42" Counter High	$145.00	$188.00

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

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

Unskirted Tables

Code	QTY	Undraped Tables	Discount	standard
(1106)	____	4' Table-30" High	$50.00	$65.00
(1107)	____	42" Counter High	$60.00	$78.00
(1108)	____	6' Table 30" High	$60.00	$78.00
(1109)	____	42" Counter High	$70.00	$91.00
(1110)	____	8' Table 30" High	$80.00	$104.00
(1111)	____	42" Counter High	$90.00	$117.00

4th Side Drape

Code	QTY	Draping	Discount	Standard
(1112)	____	4th Side Drape- 30" Tall	$40.00	$52.00
(1113)	____	4th Side Drape 42" Tall	$45.00	$59.00

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"**	$90.00	$117.00
(1116)	____	42" High 30" Wide	$95.00	$25.00

Table Top Risers

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

TOTAL $_____

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Company Name: _____ **Booth #**_____

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

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

Table Rental

PARAMOUNT CONVENTION SERVICES, INC.

Carpet Rental

Missouri Bridal & Wedding Expo
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St. Louis, MO
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Rental includes installation, front edge taping, and pick up at the close of the show.
Standard booth carpet is to be used only for booths up to 10' in depth. Area Carpet is required for all booths configured as an island or peninsula. Multiples NOT available, NO EXCEPTIONS!
*IF NO COLOR IS INDICATED, SHOW COLORS WILL AUTOMATICALLY BE PROVIDED.

Standard Carpet

	Description	Discount	Standard
____	10' x 10'	$142.00	$185.00
____	10' x 20'	$285.00	$370.00
____	10' x 30'	$425.00	$552.00

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.	$2.25 per sq. ft.	$3.00 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	$3.50 per sq. ft.	$4.50 per sq. ft.

Please Circle Desired Color:

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

Miscellaneous

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

TOTAL $_____

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Company Name: _____ **Booth #**_____

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

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

Carpet Rental

PARAMOUNT CONVENTION SERVICES, INC.

Shipping Information

Missouri Bridal & Wedding Expo
America's Center
St. Louis, MO
December 13, 2026

Advance Receiving Deadline
Monday, December 7, 2026

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: Missouri Bridal & Wedding Expo

ADVANCE RECEIVING DEADLINE:
Monday, December 7, 2026
ANY SHIPMENT ARRIVING AFTER THIS DATE IS SUBJECT TO A 25% DOCK FEE ON MATERIAL HANDLING CHARGES.

LAST DAY SHIPMENT RECEIVING AT WAREHOUSE WITH SURCHARGE: 12/10/2026

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
America's Center
701 Convention Center Plaza
St. Louis, MO 63101
For: Missouri Bridal & Wedding Expo

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.

All shipments will receive a material handling charge that will be charged to the credit card on file. This rate is in this service kit and online under material handling.

- **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 to pick up your freight at the show site 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 material handling agreement 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

Material Handling

Missouri Bridal & Wedding Expo
America's Center
St. Louis, MO
December 13, 2026

Advance Receiving Deadline
Monday, December 7, 2026

All orders MUST have a credit card on file.

Advance Receiving at Warehouse:

MUST BE RECEIVED BY: Monday, December 7, 2026

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 Over Time / Over Time	Lbs/100	CWT	$70.00 per CWT	$
Shipments received at the warehouse between 12/8-10/2026 then handled in and out of booth on Over Time / Over 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 on Over Time /Over Time	Lbs/100	CWT	$75.00 per CWT	$
Shipments received at the warehouse between 12/8-10/2026 WITHOUT a bill of lading on Over Time / Over Time	Lbs/100	CWT	$93.75 per CWT	

***ABSOLUTELY NO SHIPMENTS ACCEPTED AT WAREHOUSE AFTER 12/10/2026**

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 Over Time / Over Time	Lbs/100	CWT	$95.00 per CWT	$
Shipments received at show site by an air carrier such as UPS, FedEx, etc. or any shipment received **WITHOUT** a bill of lading on Over Time / Over Time	Lbs/100	CWT	$100.00 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.

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.

Your freight should be insured from the time it leaves your place of business until it is returned after the show.

Paramount Convention Services

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

PARAMOUNT CONVENTION SERVICES, INC.

Paramount Convention Services

R U S H

DO NOT DELAY

ABF FIRST DAY RECEIVING: Friday, November 13, 2026
ABF WAREHOUSE RECEIVING DEADLINE: Monday, December 7, 2026
ANY SHIPMENT ARRIVING AFTER THIS DATE IS SUBJECT TO A 25% DOCK FEE ON MATERIAL HANDLING CHARGES.
LAST DAY SHIPMENTS RECEIVED AT WAREHOUSE WITH SURCHARGE: 12/10/2026

To:_____
(Name of Exhibiting Company)

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

WAREHOUSE

EVENT: Missouri Bridal & Wedding Expo
BOOTH #_____
NUMBER _____ OF _____ PCS
CARRIER: _____

Paramount Convention Services

R U S H

DO NOT DELAY

ABF FIRST DAY RECEIVING: Friday, November 13, 2026
ABF WAREHOUSE RECEIVING DEADLINE: Monday, December 7, 2026
ANY SHIPMENT ARRIVING AFTER THIS DATE IS SUBJECT TO A 25% DOCK FEE ON MATERIAL HANDLING CHARGES.
LAST DAY SHIPMENTS RECEIVED AT WAREHOUSE WITH SURCHARGE: 12/10/2026

To:_____
(Name of Exhibiting Company)

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

WAREHOUSE

EVENT: Missouri Bridal & Wedding Expo
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 – Sunday, December 13, 2026

To:_____
(Name of Exhibiting Company)

c/o Paramount Convention Services
America's Center
701 Convention Center Plaza
St. Louis, MO 63101

For: Missouri Bridal & Wedding Expo

SHOWSITE

BOOTH #_____
NUMBER _____ OF _____ PCS
CARRIER: _____

Paramount Convention Services

R U S H

DO NOT DELAY

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(Name of Exhibiting Company)

c/o Paramount Convention Services
America's Center
701 Convention Center Plaza
St. Louis, MO 63101

For: Missouri Bridal & Wedding Expo

SHOWSITE

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.

Outbound Shipping Procedures

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

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

After you have packed your exhibit /materials, leave your labeled materials in your booth and please bring the completed outbound material handling agreement to the Paramount service desk. Verify the piece count, weight and that the signature is on the outbound material handling order form prior to shipping out.

Previous shipping labels should be removed. Paramount Convention Services accepts no responsibility for misdirected shipments as a result of old shipping labels which remain on containers. PARAMOUNT CONVENTION SERVICES WILL ROUTE ALL SHIPMENTS WITH THE SHOW CARRIER UNLESS ADVANCE ARRANGEMENTS WITH ANOTHER CARRIER ARE MADE.

Exhibits and materials for which arrangements have not been made with Paramount Convention Services, or which have not been removed from the exhibit area on removal day, will be re-consigned onto the show carrier by Paramount Convention Services. If you choose to use the show carrier-ABF, there is no need to call anyone, as they will be onsite during move out. **Charges for shipping with ABF are all handled with ABF as they are a separate company from Paramount. The shipping charge is a separate charge then the material handling charge, the credit card you have on file with Paramount will not work with shipping for ABF.**

If you wish to use another carrier, you must notify them to pick up your freight at the close of the show: All freight carriers must check in at the dock with Paramount by 7:00PM, Sunday, December 13, 2026 or your freight will be re-consigne onto the show carrier ABF.
If you have any questions, please contact the staff at the Paramount service desk.

If you are shipping out using UPS or FedEx ground, express or air, (not freight) you must have their shipping label with your account number on each package or they will not take your packages (PARAMOUNT'S PLAIN PRE-PRINTED LABELS WILL NOT WORK).
An arrangement for pick-up by any carrier other than our show carrier (ABF) is the responsibility of the exhibitor.

Additional Numbers listed for your convenience:
ABF: 1-800-654-7019
UPS- 1-800- PICK-UPS; 1-800-742-5877
FedEx- 1-800- GO-FEDEX; 1-800-463-3339

Showsite Address:
Missouri Bridal & Wedding Expo-America's Center- Hall 4
701 Convention Center Plaza St. Louis, MO 63101

Outbound Shipping Procedures

PARAMOUNT CONVENTION SERVICES, INC.

Official Transportation Provider

via the ABF Freight® Network



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

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

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

For personalized quotes, please call

800-654-7019

Our Services Include:

- ***Priority handling of your inbound and outbound shipments***
- ***Guaranteed expedited air and ground services***
- ***LTL Ground Transportation***
- ***International Transportation***

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

ArcBest®

More Than Logistics™

REQUEST FOR INFORMATION

ArcBest® Trade Show Services

Exhibiting Company_____ Contact Name_____

Title_____ Email_____ Phone_____

SHIPPER INFORMATION

Company_____

Address_____

_____

City_____ State_____ Zip_____

Pickup Date/Time_____

FREIGHT INFORMATION

Piece Count and Type_____

Total Weight_____

Dimensions (L)_____ (W)_____ (H)_____

SHIP TO: Warehouse ◯ Show Site ◯

Show Name_____

Booth No._____

Contractor_____

Show Dates_____

Address_____

City_____ State_____ Zip_____

Delivery Date_____

ADDITIONAL INFORMATION

Residential Pickup ☐ Inside Pickup ☐

Liftgate ☐ Dock ☐

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

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

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

SUBMIT



800-654-7019

tradeshow@arcb.com | arcb.com

8401 McClure Drive • Fort Smith, AR • 72916

Exhibit Labor

Missouri Bridal & Wedding Expo
America's Center
St. Louis, MO
December 13, 2026

Discount Deadline
Monday, November 30, 2026

All orders MUST have a credit card on file.

Exhibit Straight Labor Request:

	Discount	Standard
Doubletime: (One hour minimum per man)	$150.00	$195.00

Plan A-Supervision by Paramount

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

Specific instructions, blueprints, etc. should be provided to facilitate an economical and correct installation. Please note that under the Paramount plan, Paramount will set and dismantle your booth at their earliest convenience based on arrival of materials. Please be sure to send display and graphic drawings either to our office or with the display. **Please Note: You must supply us with your outbound shipping instructions to facilitate the return of your equipment.**

INSTALLATION:

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

DISMANTLE:

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

Ladder(s) needed? _____ 8' _____12' _____14'

Set-Up Instructions/crate keys
Sent to PCS Office Sent with display
(Circle One)

Plan B-Supervision by Exhibit Personnel

Starting time can only be guaranteed on those instances where labor is requested for the start of the work day, which is 8:00 a.m., unless the official installation time begins later in the day. It is important that the exhibitor check in at the service desk to pick up laborers ordered. Upon completion of work, exhibitors must also check laborers out at the service desk. All work is to be done under the supervision of the exhibitor or representative. If no date and/or time are indicated below, no men will be available. IF EXHIBITOR FAILS TO PICK UP MEN ORDERED, A ONE HOUR PER MAN NO SHOW CHARGE WILL BE APPLIED, unless a 48-hour notification is given.

INSTALLATION:

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

DISMANTLE:

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

Supervisor will be: _____

Supervisor's On-Site Phone#: _____

Ladder(s) needed? _____8' _____12' _____14'

Select the plan that meets your needs and fill in the requested information. (MUST CHECK ONE)
Cancellation policy: Labor services cancelled less than 48 hours prior to first day of move in will be charged 1 hour per man requested.

Company Name: _____ **Booth #** _____

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

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

Exhibit Labor

PARAMOUNT CONVENTION SERVICES, INC.

Key Information

Missouri Bridal & Wedding Expo
America's Center
St. Louis, MO
December 13, 2026

Discount Deadline
Monday, November 30, 2026

All orders must have a credit card on file.

Please complete and return this page only if you have ordered PCS supervised labor.

Inbound Freight Information

Carrier:_____ Shipped by:_____ Date:_____

# of Pieces:_____ Weight:_____ Pro #:_____

Description:_____

Shipped To: (circle one) Warehouse Show Site

Outbound Freight Information

***if you are using a carrier other than the preferred show carrier, you must contact them for an appointment to pick up your freight.**

SHIP TO:_____ c/o_____

Street Address:_____

City:_____ State:_____ Zip:_____

Contact Name & Phone #_____

Outbound Freight Charges Guaranteed By:

Company Name:_____ Attention:_____

Permanent address of shipper:_____

City:_____ State: _____ Zip:_____

Authorized Company Rep Signature: _____

Authorized Company Rep Print: _____

Circle One: Pre-Paid Collect Bill to:_____

Shipping Method: **Circle One**: Common Carrier | Air Freight | Van Line | Company Truck | Customer Pick-Up

Carrier: _____

Company Name: _____ **Booth #**_____

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

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

Intent To Use Non-Official Contractor

Missouri Bridal & Wedding Expo
America's Center
St. Louis, MO
December 13, 2026

DUE DATE: Monday, November 30, 2026

If your company plans to use a firm who is not the official service contractor, as designated by show management, please complete this form and fax to Paramount Convention Services at (314) 621-6416 or email to: leverett@paramountcs.com or katie@paramountcs.com.

1. Exhibitors who choose to use a Non-Official Contractor must complete and sign this form. It must be received by Paramount Convention Services no later than Monday, May 11, 2026. **No extensions or exceptions will be granted after the published deadline. For your convenience, this form can be faxed to (314) 621-6416.**

2. The Non-Official Contractor must provide Paramount Convention Services with a copy of their "Certification of Insurance." This certificate must be received no later than **Monday, November 30, 2026**.

   No extensions or exceptions will be granted after the published deadline. Please note that Certificate must list Paramount Convention Services, Missouri Bridal & Wedding Expo, America's Center and employees of each company as additionally insured.
   ***See rules and regulations forms.**

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

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

NOTIFICATION DEADLINE: Monday, November 30, 2026

Exhibiting Company _____ Booth # _____

Authorized Signature: _____

Please Print Name: _____

_____
Full Name of Non-Official Service Contractor:

_____
City State Zip

_____
phone fax e-mail

_____
Non-Official contractor "show site" representative phone #

_____
Type of Service to be provided

Intent To Use Non-Official Contractor

PARAMOUNT CONVENTION SERVICES, INC.

Non-Official Contractors' Rules and Regulations

Missouri Bridal & Wedding Expo
America's Center
St. Louis, MO
December 13, 2026 DUE DATE: **Monday, November 30, 2026**

Non-Official Contractor Rules & Regs

Paramount Convention Services has been selected as the Official Service Contractor and must be used for all material handling, furniture rental, signs, rigging, cleaning and installation and dismantling of decorations.

A NON-OFFICIAL CONTRACTOR IS: Any Individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site and does not represent one or more of the official contractors.

1. Each representative of a Non-Official Contractor must physically pick-up, in person, an "EXHIBIT CREW" badge at the Exhibitor Service Center. If a representative of a Non-Official Contractor does not have any identification which verifies his/her employment by a Non-Official Contractor, he/she must be accompanied to the Exhibitor Service Center by a representative who does have verifying identification.

2. These services shall not conflict with existing labor regulations or contracts, and in fulfilling his obligations, the representative of a Non-Official Contractor shall adhere to the regulations set up by the hall and show management regarding entrance.

3. The representative of a Non-Official Contractor shall have a true and valid order for service from an Exhibitor in advance of the show move-in date and shall not solicit business on the show floor.

4. The representative of a Non-Official Contractor will share with the Official Service Contractor all reasonable costs related to his operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.

IMPORTANT - It is the responsibility of each Exhibiting Firm who is utilizing a Non-Official Contractor to complete and return the required forms to Paramount Convention Services no Later than the due date, listed in the heading on this page (Monday, November 30, 2026). For your convenience, you may fax the form to (314) 621-6416.

Liability "Certificate of Insurance" form which names Paramount Convention Services, Inc., Missouri Bridal & Wedding Expo, America's Center, and employees of each company as additionally insured for each Non-Official Contractor firm being utilized.
(*Note: The exhibitor-appointed contractor must maintain at least $1 million in Employer's Liability, General Liability, Automobile Liability and Worker's Compensation as required in the state the exposition is located.)

IF BOTH THE "INTENT TO USE NON-OFFICIAL CONTRACTORS" FORM AND THEIR "CERTIFICATE OF INSURANCE" ARE NOT SUPPLIED TO PARAMOUNT BY THE DUE DATE LISTED IN THE HEADING ON THIS PAGE (Monday, May 11, 2026), THEN ANY REPRESENTATIVE OF THE EXHIBITING FIRM OR NON-OFFICIAL CONTRACTOR WILL BE REQUIRED TO ORDER LABOR FROM PARAMOUNT.

It is the responsibility of the exhibitor to see that each representative of a Non-Official Contractor abides by the Official Rules and Regulations of this Exposition.

PARAMOUNT CONVENTION SERVICES, INC.

Video Service Form

Missouri Bridal & Wedding Expo
America's Center
St. Louis, MO
December 13, 2026

Discount Deadline
Monday, November 30, 2026

All orders MUST have a credit card on file.

Video Packages:

Add some excitement to your booth by showing off your products and services through video.

	Discount	Standard
____32" Monitor	$300.00	$390.00
Please select all cables that you will need: ___HDMI ____VGA ___USB		
____42" Monitor	$400.00	$520.00
Please select all cables that you will need: ___HDMI ____VGA ___USB		
____55" Monitor	$500.00	$650.00
Please select all cables that you will need: ___HDMI ____VGA ___USB		
____ Rolling TV Stand	$150.00	$195.00

* Electric is not included

* Rates are for run of the show

SUBTOTAL $_____
9.679% _____
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.

Video Service

PARAMOUNT CONVENTION SERVICES, INC.

UNION JURISDICTION RULES

Union Jurisdiction Rules

Since Work Rules and Union Jurisdictions vary from city to city, we apprise you of the following statements to help you in understanding the Union Requirements.

Decorator & Carpenter Jurisdiction

It is necessary for all exhibitors to use qualified union personnel for the installation and dismantling of prefabricated exhibits and displays and to install and remove draperies and floor covering. The handling, placing or setting out of merchandise that is to be displayed does not require union labor and may be done by the exhibitor. In addition, the installation or dismantling of an exhibit which does not require the use of hand tools, or more than one person, and can be accomplished within thirty minutes, may be performed by the owner or company representative for booths up to 10' X 30' in area. Your labor requirements can be ordered on the enclosed Exhibit Labor Order Form.

Teamster Jurisdiction

Our Material Handling Department is responsible for maintaining in and out traffic schedules at the Show site. Even local exhibitors should clear all movements of exhibit materials through this department as we will have priority at the unloading area at all times. For safety reasons, individually hand carried items or vehicles are not allowed through the dock. Material Handling Services may be ordered in advance by completing and returning the enclosed Shipping Information and Service Order Form. Paramount Convention Services will handle **all** incoming show freight regardless of the material handling form being submitted, advance or show site delivery and regardless of if freight is designated as in care of Paramount or not; and the exhibitor will be liable for all appropriate charges as described on the material handling form, as well as all storage fees, if any charged by the facility for items delivered and accepted prior to scheduled move in date

Thank you!

PARAMOUNT CONVENTION SERVICES, INC.

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 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.



Receive **Discounted Rates** for the following services when ordered by:

11/22/2026

- Electrical
- Lighting
- Floral
- Booth Work
- Plumbing
- Booth Cleaning
- Car/Trailer/RV Hook-Ups

Ordering is quick, secure and easy to use!

EDLEN
The Power People

Edlen Electrical Exhibition Services
(314) 342-5324 • exhibitorservices-stlouis@edlen.com
701 Convention Plaza
St. Louis, MO 63101

Edlen Electrical Exhibition Services

St. Louis

Electrical Terms and Conditions

1. A complete order with payment and floor plan inclusive of a scaled layout for island booths or any booth requiring distribution of electrical services must be received no later than the deadline date for advance payment rates to apply. Orders received without payment and required floor plan will not receive advance rates. A purchase order or photocopy of a check are not considered valid forms of payment for securing advance rates. Complete orders received after the deadline date will be charged the regular rate.
2. To receive advance rates a complete order inclusive of a scaled electrical layout must be received before the advance payment deadline date. The scaled layout must match the order and include power locations and orientation. Any changes or additional services received after the deadline date will be charged the regular payment price.
3. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email of any such corrections.
4. Outlet rates listed include bringing services to (1) one location along the rear of inline and peninsula booths. If more than (1) one outlet is required, labor and material charges may apply.
5. Outlet rates listed do not include the connection of any equipment, special wiring, or distribution of the outlets to other locations within the booth space. Distribution to all other locations regardless of booth type require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
6. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
7. Island Booths - Booths that require power delivered to multiple locations within the booth space incur a minimum (1) hour installation labor charge. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.
8. There is a (1) hour installation and a (1/2) hour removal charge for Island Booths that require delivery to one location.
9. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation, plus material.
10. Edlen Supervision—A supervisory charge of at least a half (1/2) hour of the prevailing labor rate will apply.
11. For a dedicated outlet, order a 20 amp outlet. If you require more than (1) one dedicated outlet, labor and material charges may apply.
12. No inverters, self contained power supplies or devices that convert battery power to 120 volt power allowed.
13. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Contact our local office to discuss any additional charges.
14. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
15. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
16. Any extension cords or power strips ordered MUST be picked up at the Exhibitor Service Center. Credit will not be issued for unused items.
17. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.

18 All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.

19 All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.

20 All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.

21 Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.

22 Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing and received by Edlen (21) calendar days or less prior to the first contracted event move in date. Except sales tax, Edlen will not refund overpayment in amounts less than $50.00 unless specifically requested in writing.

23 If the event is cancelled within 90 days prior to the first contracted event move-in day all orders are subject to a 25% cancellation fee. No refunds will be issued for events cancelled on or after the first contracted event move-in day.

24 Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.

25 Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.

26 It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.

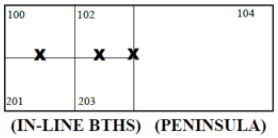
27 A 3% credit card processing fee will be applied to all credit card payments. We do not accept virtual credit card payment links as a valid form of payment.

28 A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A $25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.

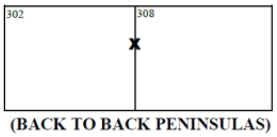
29 Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting:
https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf

Commonly Asked Questions – Where Will My Outlet be Located?

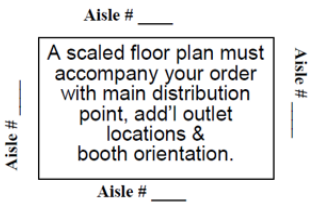
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



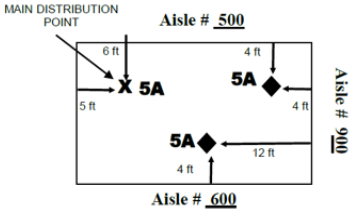
(IN-LINE BTHS) (PENINSULA)



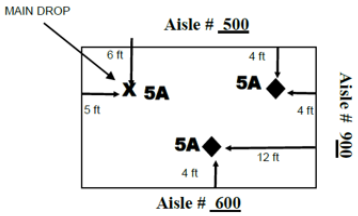
(BACK TO BACK PENINSULAS)



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

For Other Commonly Asked Questions Visit Our Website At www.edlen.com

For more information email exhibitorservices-stlouis@edlen.com or call (314) 342-5324

EDLEN
The Power People

Edlen Electrical Exhibition Services

St. Louis

Plumbing Terms and Conditions

1. A complete order with payment and floor plan inclusive of a scaled layout (for island booths or any booth requiring distribution of plumbing services) must be received no later than the deadline date for advance payment rates to apply. Orders received without payment and required floor plan will not receive advance rates. A purchase order or photocopy of a check are not considered valid forms of payment for securing advance rates. Complete orders received after the deadline date will be charged the regular rate.
2. To receive advance rates a complete order inclusive of a scaled plumbing layout must be received before the advance payment deadline date. The scaled layout must match the order and include plumbing locations and orientation. Any changes or additional services received after the deadline date will be charged the regular payment price.
3. In the event that totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections. Exhibitors will be notified by email of any corrections made. This includes adding the required minimum CFM charges when applicable and labor charges.
4. A minimum labor charge of 1 hour to deliver and 1/2 hour to remove each air, water and drain outlet applies. Outlets are delivered to the rear of inline and peninsula booths and to one location in island booths. Edlen will make every attempt to deliver services to a location convenient to the exhibitor. If a lift is required, a minimum 1 hour installation and 1 hour removal charge applies.
5. Distribution of services throughout the booth space, whether under the carpet, above the carpet or overhead is done on a time and material basis. A minimum 1 hour delivery and 1/2 hour removal charge at prevailing rates apply. Lift charges may also apply for overhead distribution at a minimum of 1 hour for installation and 1 hour for removal.
6. If you have more than 1 machine or multiple connections on a machine you must order an additional connection for each machine or connection within 20 feet of the outlet ordered. Otherwise, you must order another outlet.
7. Additional footage charges apply when an Exhibitor requires services that are further than 90 feet away from closest outlet and when dropped from overhead when services originate on the floor or columns.
8. Labor charges apply when an exhibitor requires services to be dropped from overhead when services originate on the floor or columns.
9. The ramping and/or distribution of services on the floor is done on a time and material basis. A minimum 1 hour and 1/2 hour labor charge at prevailing rates apply.
10. The CFM requirements (Cubic Feet per Minute) determine the volume of air required to properly operate exhibitors equipment. CFM is a labor charge for sizing and installation of the service infrastructure.
11. In some instances a pump is required to drain services out of an exhibitor's booth. When this occurs, time & material charges apply. Exhibitors are encouraged to contact Edlen to discuss any potential additional costs.
12. Connection to exhibitor equipment is included in the cost of the service. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers. When Edlen makes connection(s), a minimum 1 hour installation and 1/2 hour dismantle labor charge at prevailing rates apply.
13. Service outlet size is determined by the volume required. Air line size is dictated by the CFM requirements and air line terminations vary.
14. Compressed Air is supplied during show hours only. If compressed air is required for non-show hours call for a quote.
15. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
16. Unless otherwise directed, Edlen personnel are authorized to cut floor coverings to permit installing service(s) ordered.
17. Fill & Drain labor is based on Straight Time labor rates. Services delivered or removed on Over Time incur minimum labor charges of 1 hour and 1/2 hour respectively.
18. Pressure for Water Services may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, the exhibitor should arrange to have a pressure regulator valve installed.
19. Natural Gas "when available" is not regulated by Edlen and is at the facility pressure. Call for price quote when available.

20 Gas & Cylinders "when available" 1025 - 1030 BTU per cubic foot at 7' water column pressure. Credit will not be provided on unused cylinders.

21 All equipment using water must have inlet and outlet properly tagged.

22 All equipment must comply with state and local codes.

23 Dumping items in sinks or drains is not allowed. If items are disposed of without consent damages will be charged to the responsible party.

24 Edlen will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.

25 For gas cylinders or any other special requirements call for a quote. Delivery charges will apply to any specialty equipment delivered and removed from the exhibitors booth.

26 Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc.

27 All orders are subject to a 25% cancellation fee if cancelled in writing and received by Edlen (21) calendar days or less prior to the first contracted event move in date. Except sales tax, Edlen will not refund overpayment in amounts less than $50.00 unless specifically requested in writing.

28 If the event is cancelled within 90 days prior to the first contracted event move-in day all orders are subject to a 25% cancellation fee. No refunds will be issued for events cancelled on or after the first contracted event move-in day.

29 A 3% credit card processing fee will be applied to all credit card payments. We do not accept virtual credit card payment links as a valid form of payment.

30 Claims will not be considered or adjustments made unless filed in writing prior to close of the event; no exceptions.

31 Credit will not be given for outlets installed or connections made and not used.

32 Payment in full for all plumbing services provided must be made in full prior to close of the event.

33 It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, exhibitor will pay Edlen its attorney fees or applicable agency fees.

34 A service charge of $25.00 will be assessed for all returned checks or declined credit cards.

35 A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after date of invoice.

36 Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting:
https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf

POWER TO OPERATE ANY PLUMBING APPARATUS IS NOT INCLUDED.
ALL ELECTRICAL REQUIREMENTS MUST BE ORDERED FROM THE ELECTRICAL ORDER FORM.

For more information email exhibitorservices-stlouis@edlen.com or call (314) 342-5324

Edlen Electrical Exhibition Services

St. Louis

Cleaning Terms and Conditions

1. Cleaning your exhibit area is not included in space rental.
2. Cleaning service can be ordered on site at the regular rate.
3. Our exclusive cleaning contract will not permit other service contractors to provide this service.
4. If you have any questions or need assistance with any order items not listed, call and ask for your Event Services Manager Representative.
5. Full payment is due in advance or at show site before any service is provided. Purchase orders are not considered payment.
6. It is your responsibility to advise our service center representative of any problem with any of your orders, and to check your invoice for accuracy prior to the close of the exhibition.
7. We require 100% prepayment of advanced orders. Any and all orders or services placed at show site must be paid at show site. Payment must be in U.S. Funds and drawn on a U.S. Bank. We do not accept virtual credit card payment links as a valid form of payment. A 3% credit card processing fee will be applied to all credit card payments.
8. Should there be any unpaid balance after the close of the show, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a finance charge at the lesser on the maximum rate allowed by applicable law, or 1.5% per month, which is an annual percentage rate of 18%, and future orders will be on a pre-payment basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received shall be either applied to reduce the principle unpaid balance or refunded to the payer.
9. This payment terms and conditions agreement shall be governed by and construed with the laws of the State of Missouri.
10. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting:
https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf

For more information email exhibitorservices-stlouis@edlen.com or call (314) 342-5324



ON-SITE WIRELESS SERVICES

AMERICA'S CENTER CONVENTION COMPLEX

NEED WIRELESS CONNECTIVITY?

Smart City Networks offers on-site wireless services for both attendees and exhibitors. Our **Complimentary Internet** is offered free of charge and is available in all public spaces and meeting rooms. Our **Exhibitor Internet** is available facility-wide on a 5 GHz wireless network, at speeds of 3 Mbps up/down per device. Depending on where you are in the facility, you may see both SSIDs (network names), but only Exhibitor Internet is supported in all areas.

EXHIBITOR INTERNET

Exhibitor Internet is available throughout the facility. Each purchase is device specific.

1 day for $79.99
3 days for $227.97
5 days for $359.95

HOW TO CONNECT TO EXHIBITOR INTERNET

1. Open Wi-Fi settings on your device and select "Exhibitor Internet".
2. First time users will be asked to create an account and select a purchase option.
3. Follow the on-screen instructions to get connected.

COMPLIMENTARY INTERNET

Complimentary Internet is a free service and is available for use in all public spaces and meeting rooms.

HOW TO CONNECT TO COMPLIMENTARY INTERNET

1. Open Wi-Fi settings on your device and select "Americas Center".
2. First time users will be asked to create an account and verify their email address to get connected.

For questions regarding on-site wireless services, please call Smart City Networks at 314-342-5100. To order any other services we provide, please visit us online at: orders.smartcitynetworks.com.

SmartCity NETWORKS®

AMERICA'S CENTER®