



**Bakken Oil Workers
&
Oil Service Expo**

August 20-23, 2013

North Dakota State Fair Center
Minot, ND

Exhibitor Service Kit

Exhibitor Show Information

Bakken Oil Workers & Oil Service Expo
North Dakota State Fair Center
Minot, ND
August 20-23, 2013

Advance Order Deadline
Monday, August 5, 2013

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

Booth Equipment:

Each (10'x10') Booth will be provided with 8' high back wall drape, 3' side dividers, (1) 6'x 30" silver skirted table, (2) padded side chairs, (1) wastebasket, and a booth identification sign showing the company name. Indoor and outdoor bulk spaces will be provided with (1) 6'x 30" silver skirted table, (2) padded side chairs, and (1) wastebasket if requested on next page.

Note: The exhibit area is not carpeted.

Show Colors: Silver & Black

Advance Deadlines:

In order to receive advance prices, we must receive your order, along with a form of payment by **Monday, August 5, 2013**. If you are shipping to the advance receiving warehouse, your freight must be received by **Monday, August 5, 2013**, in order to avoid surcharges.

Installation:

Exhibitors may begin setting up their booths on:

Sunday August 18, 2013 8:00AM – 4:30PM

***Show site deliveries of freight on Sunday will incur overtime rates.**

Monday August 19, 2013 8:00AM – 4:30PM

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

No set up is allowed after Monday

Show Hours:

Tuesday August 20, 2013 9:00AM – 5:30PM

Wednesday August 21, 2013 9:00AM – 7:30PM

Thursday August 22, 2013 9:00AM – 5:30PM

Dismantling:

Exhibitors may dismantle their booths on:

Thursday August 22, 2013 5:30PM – 9:00PM

***Freight being picked up Thursday will incur overtime rates.**

Friday August 23, 2013 8:00AM – 4:30PM

***This is a friendly reminder that per exhibitor terms and conditions, exhibitors may not tear down early. A penalty fee of \$1500.00 will be charged to any exhibitor that tears down before 5:30 on Thursday without written permission from Show Management and exhibitor will be barred from participating in future shows.**

***All freight carriers must check in at the Paramount Convention Services service desk by 3:00pm Friday, August 23, 2013 or your freight will be re-consigned onto the show carrier.**

Shipping:

Advance Shipments to Warehouse	Name of Exhibiting Company and Booth # c/o Paramount Convention Services ABF 401 43rd St. NW Fargo, ND 58102 For: Bakken Oil Workers & Oil Service Expo	Advance Receiving Deadline Monday, August 5, 2013 *Absolutely No freight received at warehouse after noon on Thursday, August 15th, 2013.
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Direct Shipments to show site	Name of Exhibiting Company and Booth # c/o Paramount Convention Services North Dakota State Fair Center 2005 Burdick Expy. E Minot, ND 58701 For: Bakken Oil Workers & Oil Service Expo	Shipments will be accepted during exhibitor installation times ONLY! (listed above)
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Please feel free to contact your show coordinator, Leigh Everett, at (314) 621-6677 or leverett@paramountcs.com with any questions or concerns!



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

www.paramountcs.com

REMINDER:
Items requested after the Advance Order Deadline are not guaranteed to be in stock. In order to secure advance rates and availability, all necessary forms must be received by the Advance Order Deadline date.

Paramount Convention Services
Exhibitor Show Information

Booth Package Order Form



Bakken Oil Workers & Oil Service Expo
North Dakota State Fair Center
Minot, ND
August 20-23, 2013

This form **must** be completed and returned to Paramount Convention Services by
Monday, August 15, 2013 or **you will have to pay for each item that you order.**

Please check the correct line below.

_____ Yes I would like the (1) 6'x 30" silver skirted table, (2) padded side chairs, and (1) wastebasket that comes with my booth.

_____ No I do not need the (1) 6'x 30" silver skirted table, (2) padded side chairs, and (1) wastebasket that comes with my booth.

Company Name _____ Booth # _____

Address _____ Phone # _____

City _____ State _____ ZIP _____

Email address _____

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

Return to:
Leigh Everett
Paramount Convention Services
5015 Fyler Ave.
St. Louis, MO 63139
P: 314.621.6677
F: 314.621.6416
E: leverett@paramountcs.com

Credit Card Authorization / Payment Policies

Bakken Oil Workers & Oil Service Expo
 North Dakota State Fair Center
 Minot, ND

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 St. Louis, MO 63139
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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. All claims or discrepancies must be settled at the Paramount service desk prior to show closing.
8. If for any reason the submitted credit card or check is declined or returned, a \$25.00 processing fee will be added to the invoice.
9. If you are tax exempt in the state which you are exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Paramount Convention Services must receive your certificate by the advance order deadline printed on the order forms, otherwise tax will appear on your invoice. If you fail to submit your Sales Tax Exemption Certificate by the Advance Order Deadline, you will be subject to a crediting fee for removing any applied tax.
10. Cancellation policy: Items or services cancelled less than 48 hours prior to first day of move in will be charged 50% of original price and 100% of original price after delivery unless otherwise stated on the order form.

If you have any questions regarding our payment policy, please call Paramount Convention Services at (314) 621-6677 or visit our Service Desk at show site.

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

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

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

Credit Card Authorization

MasterCard Visa Discover American Express

Expiration Date: _____

CC # _____

CVV #: _____

[THIS NUMBER IS REQUIRED TO PROCESS YOUR CARD.

The CVV (Card Verification Value) is an important security feature for credit card transactions. A three-digit number generally on the back of MasterCard, Visa and Discover; a four-digit number on the front of American Express.]

Cardholders Signature: _____

Cardholders Name: _____

Cardholders Billing Address: _____

City, State, Zip: _____

Order Summary:

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

Total Estimated Advance Order \$ _____

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

X _____

REMINDER:
 Items requested after the Advance Order Deadline are not guaranteed to be in stock. In order to secure advance rates and availability, all necessary forms must be received by the Advance Order Deadline date.

Paramount Convention Services
Credit Card Authorization/Payment Policies

Furniture Rental Order Form

Bakken Oil Workers & Oil Service Expo
 North Dakota State Fair Center
 Minot, ND

Advance Order Deadline
 Monday, August 5, 2013



August 20-23, 2013

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Quality Rental Furnishings

Code	QTY	Description	Advance Rates	Floor Rates
(1001)	___	Gray Upholstered Padded Side Chair	\$45.00	\$61.25
(1002)	___	Black Vinyl Padded Side Chair	\$47.00	\$61.25
(1004)	___	Black Secretarial Chair on Casters	\$55.00	\$71.50
(1005)	___	Gray Upholstered Arm Chair	\$65.00	\$84.50
(1007)	___	Gray Upholstered High Stool	\$65.00	\$84.50
(1008)	___	Deluxe Gray Upholstered High Stool	\$90.00	\$117.00
(1010)	___	Black Mid Back Leather Sled Chair	\$90.00	\$117.00
(1011)	___	Black High Back Executive Chair on Casters	\$90.00	\$117.00

Miscellaneous Equipment

Code	QTY	Description	Advance Rates	Floor Rates
(1400)	___	Wastebasket	\$14.00	\$19.50
(1401)	___	Tripod Easel	\$18.00	\$23.50
(1402)	___	Bag Holder	\$60.50	\$78.75
(1403)	___	Literature Rack (5 pocket)	\$60.00	\$106.25
(1404)	___	Stanchion (Tensa Barriers)	\$25.00	\$32.50

Special Drape

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

Code	QTY	Description	Advance	Floor
(1200)	___	3' H Side Rails per ft	\$5.25	\$7.00
(1201)	___	8' H Background per ft	\$10.50	\$13.75

6 FOOT MINIMUM ORDER

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

SUBTOTAL \$ _____ TAX 7% _____ TOTAL \$ _____

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

Company Name: _____ Booth # _____

Phone: _____ Fax: _____ E-mail: _____

Address: _____ City, State, Zip _____

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

5015 Fyler Avenue
 St. Louis, MO 63139
 (314) 621-6677 phone
 (314) 621-6416 fax
www.paramountcs.com

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Paramount Convention Services
 Furniture Rental Order Form

Table Rental Order Form

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

Display Tables & Table Draping

Code	QTY	Draped Tables	Advance Rates	Floor Rates
(1100)	___	4' Table-30" High	\$76.00	\$99.00
(1101)	___	42" Counter High	\$86.00	\$112.00
(1102)	___	6' Table-30" High	\$77.00	\$99.00
(1103)	___	42" Counter High	\$98.50	\$128.25
(1104)	___	8' Table-30" High	\$87.00	\$112.00
(1105)	___	42" Counter High	\$110.00	\$143.00

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

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

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

Undraped Tables

Code	QTY	Undraped Tables	Advance Rates	Floor Rates
(1106)	___	4' Table-30" High	\$39.50	\$51.50
(1107)	___	42" Counter High	\$50.00	\$65.00
(1108)	___	6' Table 30" High	\$52.00	\$67.75
(1109)	___	42" Counter High	\$62.50	\$81.25
(1110)	___	8' Table 30" High	\$70.75	\$92.00
(1111)	___	42" Counter High	\$88.50	\$115.00

4th Side Drape

Code	QTY	Draping	Advance Rates	Floor Rates
(1112)	___	4 th Side Drape- 30" Tall	\$26.00	\$34.00
(1113)	___	4 th Side Drape 42" Tall	\$30.00	\$39.00

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

Round Pedestal Tables

Code	QTY	Round Table	Advance Rates	Floor Rates
(1114)	___	30" High Please Circle Diameter Choice: 30" or 36"	\$95.00	\$123.50
(1116)	___	42" High 30" Wide	\$105.00	\$136.50

Table Top Risers

Skirted in white on three sides

Code	QTY	Risers	Advance Rates	Floor Rates
(1117)	___	4' long table riser	\$29.25	\$38.00
(1118)	___	6' long table riser	\$36.50	\$47.00
(1119)	___	8' long table riser	\$43.00	\$56.00

SUBTOTAL \$ _____
TAX 7 % _____
TOTAL \$ _____

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

Company Name: _____ Booth # _____

Phone: _____ Fax: _____ E-mail: _____

Address: _____ City, State, Zip _____

By: _____ Name: _____ Date: _____

(Signature)

(Please Print)

REMINDER:
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Paramount Convention Services
 Table Rental Order Form

Carpet Rental Order Form

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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.



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Standard Carpet

QTY	Description	Advance Rates	Floor Rates
_____	10' x 10'	\$105.00	\$136.50
_____	10' x 20'	\$210.00	\$273.00
_____	10' x 30'	\$315.00	\$409.50

Please Circle Desired Color:

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

Area Carpet

Booth Size	Advance Rates	Floor Rates
_____ ' x _____ ' = _____ Sq. Ft.	\$1.25 per sq. ft.	\$2.50 per sq. ft.

Please Circle Desired Color:

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

Deluxe Carpet

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

Price includes installation and removal.

BOOTH SIZE	Advance Rates	Floor Rates
_____ ' x _____ ' = _____ sq. ft.	\$3.35 per sq. ft.	\$4.35 per sq. ft.

Please Circle Desired Color:

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

Miscellaneous

Description	Advance Rates	Floor Rates
Carpet Pad _____ ' x _____ ' = _____ Sq. ft.	\$.95 per sq. ft.	\$1.25 per sq. ft.
Visqueen _____ ' x _____ ' = _____ Sq. ft.	\$.45 per sq. ft.	\$.60 per sq. ft.

SUBTOTAL \$ _____
TAX 7% _____
TOTAL \$ _____

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

Company Name: _____ Booth # _____

Phone: _____ Fax: _____ E-Mail: _____

Address: _____ City, State, Zip: _____

By: _____ Name: _____ Date: _____

(Signature)

(Please Print)

REMINDER:
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Paramount Convention Services
 Carpet Rental Order Form

Specialty Furniture Rental Order Form

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CUSTOM FURNITURE

Code	QTY	Description	Advance Rates	Floor Rates
(1500)	___	Desk Lamp	\$25.00	\$32.50
(1501)	___	Table Lamp	\$40.00	\$52.00
(1502)	___	Floor Lamp	\$50.00	\$65.00
(1503)	___	End Table	\$75.00	\$97.50
(1504)	___	Coffee Table	\$85.00	\$110.50
(1505)	___	Coat Rack on wheels with 25 Hangers	\$40.00	\$52.00
(1506)	___	2 Drawer Locking File Cabinet	\$60.00	\$78.00
(1507)	___	2 Door Locking Cabinet (6' Tall)	\$80.00	\$104.00
(1508)	___	Sofa	\$400.00	\$520.00
		Color (Circle One) Beige Chocolate Black		
(1509)	___	Lounge Chair	\$225.00	\$292.50
		Color (Circle One) Beige Chocolate Black		
(1510)	___	30" Tall Refrigerator	\$75.00	\$97.50
(1511)	___	Raffle Drum	\$65.00	\$84.50
(1512)	___	Plastic Fish Bowl	\$25.00	\$32.50

*For other custom furniture needs, please call your exhibitor services representative.

**Availability of custom furniture can not be guaranteed on site. To ensure your order, please order prior to the Advance Order Date.

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

Subtotal \$	_____
Tax 7% \$	_____
Total \$	_____

In order to guarantee delivery, payment in full of rental charges must accompany your order and be received 7 days prior to first day of set-up. Charges for rental items are for the duration of the show, and include delivery, installation and removal. Furniture missing or damaged at the close of the show will be charged at full replacement cost. Cancellation policy: Items cancelled after move-in begins will be charged at 100% of the original price.

Company Name: _____ Booth # _____

Phone: _____ Fax: _____ E-mail: _____

Address: _____ City, State, Zip _____

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

Paramount Convention Services
 Specialty Furniture 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. Tax will apply.

Rental Unit Desired _____ Name of Convention _____

Company Name _____ Ordered by _____

Choose Panel Color: White Grey

Other colors available at an additional \$ 35 per panel

Blue Teal Red Black Veltex



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

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

\$ 2,400.00



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

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

\$ 2,500.00



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



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



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

Accessories Rental Order Form

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

Shelves/Gondolas

Code	QTY	Description	Advance Rates	Floor Rates
(2300)	_____	One Sided Free Standing Gondola	\$179.75	\$233.75
(2301)	_____	Double Sided Free Standing Gondola	\$240.25	\$312.50
(2302)	_____	1 Meter Straight Shelf (for use w/rental unit only)	\$49.50	\$64.25
(2303)	_____	1 Meter Angled Shelf (for use w/rental unit only)	\$49.50	\$64.25
(2405)	_____	(4) 8" Slat Wall Hooks	\$10.00	\$13.00
(2406)	_____	(4) 8" Grid Wall Hooks	\$10.00	\$13.00

Display Panels

Code	QTY	Description	Advance Rates	Floor Rates
(2400)	_____	Velcro Board 38" x 92" Vertical	\$145.75	\$189.50
(2401)	_____	Poster Board 4' x 8' Horizontal	\$114.50	\$148.75
(2402)	_____	Slat Wall (Black) 38 x 92 single sided	\$225.00 per panel	\$325.00
(2404)	_____	Grid Wall 2 x 8	\$80.00	\$100.00

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

Counters

Code	QTY	Description	Advance Rates	Floor Rates
(2500)	_____	1 Meter x 1/2 Meter	\$229.00	\$297.50
(2501)	_____	2 Meters x 1/2 Meter	\$274.75	\$356.75
(2502)	_____	1 Meter Radius x 1/2 Meter	\$297.50	\$386.00

ALL COUNTERS ARE 42" TALL

Standard Panel Color is White provided at no additional charge.

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

Light Fixtures

Code	QTY	Description	Advance Rates	Floor Rates
(2600)	_____	Stem Light (for use w/rental unit only)	\$40.25	\$52.25
(2601)	_____	Track Light (4 Feet)	\$160.25	\$208.00

SUBTOTAL \$ _____
TAX 7% _____
TOTAL \$ _____

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Company Name: _____ Booth # _____

Phone: _____ Fax: _____ E-Mail: _____

Address: _____ City, State, and Zip: _____

By: _____ Name: _____ Date: _____

REMINDER:
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Paramount Convention Services
 Accessories Rental Order Form

Priority Empty Return & Accessible Storage Order Form

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Priority Empty Container Return

This service provides for the priority return of your empties to your booth within one hour after the close of the show. This service **must** be ordered prior to the removal of your empties. If you would like this service, please fill out the information below and return to Paramount Convention Services, Inc.

Priority Empty Container Return (3000).....\$100.00 per Container

Estimated Number of Pieces.....

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

ACCESSIBLE STORAGE

STORAGE INSTRUCTIONS

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

Accessible Storage (3002): \$100.00 base charge per piece plus one hour (minimum) labor charge per delivery.

Labor Rates:

Straight Time: (one hour minimum per man).....\$55.00

8:00 a.m. – 4:30 p.m. Monday - Friday

Overtime: (one hour minimum per man).....\$78.00

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

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

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

No refunds will be given for services that are not utilized.

Cancellation policy: Items or services cancelled less than 48 hours prior to first day of move in will be charged 50% of original price and 100% of original price after delivery.

Company Name: _____ Booth # _____

Phone: _____ Fax: _____ E-mail: _____

Address: _____ City, State, Zip _____

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

REMINDER:
Items requested after the Advance Order Deadline are not guaranteed to be in stock. In order to secure advance rates and availability, all necessary forms must be received by the Advance Order Deadline date.

Paramount Convention Services
Priority Empty Order Form



GLOSSARY OF SHIPPING TERMS

Actual Weight: Gross shipping weight, is determined by (1) weighing the vehicle empty, (2) loading the shipment and returning to the scale to obtain the weight and (3) subtracting the two weights. Can also be obtained by individually weighing each piece of freight.

Air Freight: Materials transported by an air freight company.

Bill of Lading: Written receipt from a carrier for goods accepted for transportation. Serves as a receipt, contract and operating paperwork and is the single most important document in the shipping process.

Common Carrier: Department of Transportation-certified trucking firm that can be hired by the public for shipment of goods.

Consignee: Receiver of shipped goods.

Consignor: Shipper of goods

Crate: Container, usually wood, used for protecting exhibits during shipping.

Cwt: Hundredweight (100 lbs.)

Dock: Area where goods are received and shipped.

Drayage: Handling of exhibit properties between the loading dock and the booth area. Also includes handling goods from the advance receiving and the removal and return of empty containers.

Drayage Contractor: Handler who moves exhibit goods from the dock to the exhibit booth or from the drayer's warehouse to the exhibit booth. Responsible for all material handling activities at a show.

Expedited Service: Service offered by a transportation company to assure prompt or specific delivery. Normally incurs an additional charge.

Forced Freight: Routing of freight not picked up by an exhibitor's carrier or shipments left behind at the booth at the close of the show.

Freight Forwarder: Transportation company that arranges and manages all aspects of shipping but does not own vehicles.

Handling: Moving of materials, usually to and from a loading dock.

Less Than a Truckload (LTL): Shipments picked up by a trucker and consolidated with other LTL shipments to be transported to the destination city, unloaded and delivered.

Liability: Carrier's legal financial responsibility for lost or damaged goods.

Marshalling Yard: Area designed to state or check trucks for show delivery and pick-up.

Munny: Shipment weighing 200 lbs. or less, for which the minimum charge is 200 lb. rate.

Mixed Truckload: Truckload of different articles, crated and uncrated, in a single shipment.

Net Weight: Weight of goods without the shipping container.

Official Carrier: Carrier designated by a show manager or general contractor to be on-site for the inbound and outbound shipments of a show. Use of these carriers is recommended but not required.

Official Contractor: Organization appointed by show management to provide services such as set-up and tear-down of exhibit booths and to oversee labor, drayage and loading dock procedures.

Packing List: Detailed list or inventory of a shipment's contents.

Pallet or Skid: Wood runner protecting the exterior of a shipping case. Also describes a wooden base constructed to carry multiple cartons or equipment.

Portable Display: Lightweight exhibit capable of being carried by one person. Usually refers to tabletop or pop-up exhibit.

Pro-Number: Progressive numbering system used primarily by the trucking industry for tracking, billing and identifying freight.

Set-Up: Assembly of exhibit components for display or use.

Shipper: Individual or company whose goods are being shipped.

Split Pick-up/Delivery: Pick-up or delivery of multiple shipments at more than one place of business.

Trapping: Method of consolidating shipments. Usually defines function of the LTL trucker grouping freight for shipment to a particular show.

Van Line: Carrier that specializes in shipping uncrated exhibits, high-tech equipment and delicate materials that require special handling.

Waybill: Document that contains the address of the shipper and the recipient as well as other pertinent information. Contains a number used in tracking shipments.

Shipping Information

Bakken Oil Workers & Oil Service Expo
North Dakota State Fair Center
Minot, ND
August 20-23, 2013

Advance Receiving Deadline
Monday, August 5, 2013

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

Advance Shipments to Warehouse:

Exhibitors desiring to ship materials up to 30 days in advance of the show must label and address all shipping documents/bills of lading as follows:

Name of Exhibiting Company & Booth #
C/O Paramount Convention Services
ABF
401 43rd St. NW
Fargo, ND 58102
For: Bakken Oil Workers & Oil Service Expo

**ADVANCE RECEIVING DEADLINE:
Monday, August 5, 2013**

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

***ABSOLUTELY NO FREIGHT RECEIVED AT WAREHOUSE AFTER NOON ON THURSDAY, AUGUST 15, 2013.**

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:

Name of Exhibiting Company & Booth #
C/O Paramount Convention Services
North Dakota State Fair Center
2005 Burdick Expy. E
Minot, ND 58701
For: Bakken Oil Workers & Oil Service 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.

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

OUTBOUND SHIPPING

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

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

Company Name: _____ Booth # _____

Phone: _____ Fax: _____ E-mail: _____

Address: _____ City, State, Zip _____

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



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

REMINDER:
Items requested after the Advance Order Deadline are not guaranteed to be in stock. In order to secure advance rates and availability, all necessary forms must be received by the Advance Order Deadline date.

Paramount Convention Services
Shipping Information

Material Handling Order Form

Bakken Oil Workers & Oil Service Expo
 North Dakota State Fair Center
 Minot, ND
 August 20-23, 2013

Advance Receiving Deadline
 Monday, August 5, 2013



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

5015 Fyler Ave.
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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 MINIMUM PER SHIPMENT. EXACT WEIGHT THEREAFTER.

	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 WITH a bill of lading on Straight Time in / Straight Time out	Lbs/100	CWT	\$46.00 per CWT	\$
Shipments received at the warehouse before deadline date, then handled in and out of booth WITH a bill of lading on Straight Time in / Over Time out	Lbs/100	CWT	\$57.50 per CWT	\$
Shipments received at the warehouse before deadline date, then handled in and out of booth WITH a bill of lading on Over Time in / Over Time out	Lbs/100	CWT	\$69.00 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 Straight Time in / Straight Time out	Lbs/100	CWT	\$56.00 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 Straight Time in / Over Time out	Lbs/100	CWT	\$70.00 per CWT	\$
Shipments received at the warehouse before deadline date, then handled in and out of booth on Over Time in / Over Time out	Lbs/100	CWT	\$84.00 per CWT	\$

REMINDER:
 Items requested after the Advance Order Deadline are not guaranteed to be in stock. In order to secure advance rates and availability, all necessary forms must be received by the Advance Order Deadline date.

Advance Receiving Deadline - Monday, August 5, 2013
Last day for crated shipments to arrive at the advance warehouse without surcharges. A 25% surcharge based on the above rates will apply to each shipment received at the advance warehouse after this date.

***Small Package Rate**

Shipments received at 30 lbs or less (4 carton max) will be charged \$45.00 per shipment.

Paramount Convention Services
Material Handling Order Form



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

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:

***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 could be subject to a 25% surcharge and any facility charges that may apply. Please see the included labels for your reference**

*ALL FREIGHT CHARGED AT 100 LB MINIMUM, PER SHIPMENT. EXACT WEIGHT THEREAFTER.

	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 WITH a bill of lading on Straight Time in / Straight Time out	Lbs/100	CWT	\$56.00 per CWT	\$
Shipments received at show site during installation times, then handled in and out of booth WITH a bill of lading on Straight Time in / Over Time out	Lbs/100	CWT	\$79.00 per CWT	\$
Shipments received at show site during installation times, then handled in and out of booth WITH a bill of lading on Over Time in / Over Time out	Lbs/100	CWT	\$100.00 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 Straight Time in / Straight Time out	Lbs/100	CWT	\$66.00 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 Straight Time in / Over Time out	Lbs/100	CWT	\$89.00 per CWT	\$
Shipments received at show site during installation times, then handled in and out of booth on Over Time in / Over Time out	Lbs/100	CWT	\$110.00 per CWT	\$

REMINDER:
 Items requested after the Advance Order Deadline are not guaranteed to be in stock. In order to secure advance rates and availability, all necessary forms must be received by the Advance Order Deadline date.

C. Material Handling Rates and Charges

Rates apply to each 100-pounds, as a minimum per shipment and then charged at exact weights thereafter. 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.

D. 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.

E. 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, or boxes.

Paramount Convention Services
 Material Handling Order Form

F. 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.

G. 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.

H. 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)

I. 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)
Metal Handler	(2160)	\$65.00 per hr.	(2165)	\$90.00 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

Shrink wrap will be available for securing outbound shipments at a rate of:

<u>Straight Time (3110)</u>	<u>Overtime (3111)</u>
\$50.00 per skid	\$75.00 per skid

J. 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.

K. Limits of Liability

1. After exhibits or materials are placed in the booth, Paramount Convention Services, Blue52 Productions, The Bakken Oil Workers & Oil Service Expo, and the North Dakota State Fair Center 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, nor 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)



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

REMINDER:

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Paramount Convention Services
Material Handling Order Form

Paramount Convention Services

R U S H

DO NOT DELAY

To: _____
(Name of Exhibiting Company)

c/o: Paramount Convention Services
ABF
401 43rd St. NW
Fargo, ND 58102

WAREHOUSE

EVENT: Bakken Oil Workers & Oil Service Expo
BOOTH # _____
NUMBER _____ OF _____ PCS
CARRIER: _____

Paramount Convention Services

R U S H

DO NOT DELAY

To: _____
(Name of Exhibiting Company)

c/o: Paramount Convention Services
ABF
401 43rd St. NW
Fargo, ND 58102

WAREHOUSE

EVENT: Bakken Oil Workers & Oil Service Expo
BOOTH # _____
NUMBER _____ OF _____ PCS
CARRIER: _____

Paramount Convention Services

R U S H

DO NOT DELAY

CANNOT ARRIVE UNTIL - Sun., August 18, 2013

To: _____
(Name of Exhibiting Company)

c/o Paramount Convention Services
North Dakota State Fair Center
2005 Burdick Expy. E
Minot, ND 58701

For: Bakken Oil Workers & Oil Service Expo

SHOWSITE

BOOTH # _____
NUMBER _____ OF _____ PCS
CARRIER: _____

Paramount Convention Services

R U S H

DO NOT DELAY

CANNOT ARRIVE UNTIL - Sun., August 18, 2013

To: _____
(Name of Exhibiting Company)

c/o Paramount Convention Services
North Dakota State Fair Center
2005 Burdick Expy. E
Minot, ND 58701

For: Bakken Oil Workers & Oil Service Expo

SHOWSITE

BOOTH # _____
NUMBER _____ OF _____ PCS
CARRIER: _____

Outbound Bill of Lading/Shipping Labels

Please complete and return this page **with the bill of lading** Ship From/Ship To information on the following page in order to receive a pre-printed packet with **outbound shipping labels** at the show.

The piece count, etc. does not need to be filled out at this time.

Est. # of outbound labels needed: _____

Company Name: _____

Booth Number: _____

Email – leverett@paramountcs.com

Fax – 314-621-6416

Thank You!

STRAIGHT BILL OF LADING --SHORT FORM--ORIGINAL--NOT NEGOTIABLE

PARAMOUNT
CONVENTION SERVICES, INC.
5015 Fyler Ave.
St. Louis MO. 63139

INSTRUCTIONS: COMPLETE ALL SHADED AREAS. RETURN COMPLETED BILL OF LADING TO THE PARAMOUNT SERVICE DESK WHEN MATERIALS ARE PACKED AND READY FOR SHIPMENT.

NUMBER OF SHIPMENTS _____ THIS IS SHIPMENT NO. _____ of _____

RECEIVED, subject to the classification and tariffs in effect on the date of the issue of this Bill of Lading.

FROM:

Exhibiting Company Name _____ Booth No. _____
Shipping location (Exhibit Facility) _____ City _____ State _____
Name of Event _____ Date Prepared _____

the property described below, in apparent good order, except as noted (contents and condition of contents of packages unknown), marked, consigned, and destined as indicated below, which said carrier (the word carrier being understood throughout this contract as meaning any person or corporation in possession of the property under the contract) agrees to carry to its usual place of delivery at said destination, if on its own route, otherwise to deliver to another carrier on the route to said destination. It is mutually agreed, as to each carrier of all or any portion of said route to destination, and as to each party at any time interested in all or any of said property, that every service to be performed hereunder shall be subject to all the terms and conditions of the Uniform Domestic Straight Bill of Lading set forth (1) in Uniform Freight Classification in effect on the date hereof, if this is a rail or a rail-water shipment, or (2) in the applicable motor carrier classification or tariff if this is a motor carrier shipment.

Shipper hereby certifies that he is familiar with all the terms of said bill of lading set forth in the classification or tariff which governs the transportation of this shipment, and the said terms and conditions are hereby agreed to by the shipper and accepted for himself and his assigns.

SHIP TO: _____ c/o _____

Street Address _____ City _____ State _____ Zip _____

Complete this line only if Shipping to another show.	Booth# _____	Show _____
--	--------------	------------

CARRIER:

Method ABF Common Carrier Air Freight Van Line Company Truck Customer Pick-up Other

THE DRAYAGE CONTRACTOR RESERVES THE RIGHT TO REROUTE ANY OUTGOING SHIPMENT. All Bills of Lading received prior to removal of materials are subject to final count and correction made at time of ACTUAL REMOVAL from booth SUBJECT TO TERMS AND CONDITIONS OF DRAYAGE SERVICE ORDER FORM. It is the SHIPPER'S RESPONSIBILITY to state the National Motor Freight Classification COMMODITY DESCRIPTION; otherwise shipment shall be described as Exhibition Materials.

No. Pieces	Kind of Package, Description of Articles, Special Marks, and Exceptions	Weight (Sub. to Cor.)	Class or Rate	Check Column							
	Crates (Wooden) Exhibition Material N O I K D F				Subject to Section 7 of Conditions of applicable bill of lading, if this shipment is to be delivered to the consignee without recourse on the consignor, the consignor shall sign the following statement. The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges. _____ (Signature of Consignor)						
	Cartons (Cardboard)										
	Fiber Cases/Trunks										
	Skids/Pallets										
	Carpets (Color _____)										
*If the shipment moves between two ports by a carrier by water, the law requires that the bill of lading shall state whether it is carrier's or shipper's weight NOTE—Where the rate is dependent on value, shippers are required to state specifically in writing and agreed or declared value of the property. The agreed or declared value of the property is hereby specifically stated by the shipper to be not exceeding _____ per					<table border="1"> <tr> <th colspan="2">FREIGHT CHARGES</th> </tr> <tr> <td>PREPAID</td> <td>COLLECT</td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	FREIGHT CHARGES		PREPAID	COLLECT		
FREIGHT CHARGES											
PREPAID	COLLECT										
					CHECKER SIGNATURE _____						
					TRAILER NO. _____						
					DATE LOADED _____						
					TIME LOADED _____						

FREIGHT CHARGES GUARANTEED BY:

COMPANY NAME: _____

Attention: _____ Phone: _____

Permanent address of shipper: Street _____

City _____ State _____ Zip _____

Shipper (signature) _____ Carrier _____

Shipper (print name) _____ Agent _____

(signature) (print name)

Phone _____

Date _____

THE BILL OF LADING IS TO BE SIGNED BY THE SHIPPER AND AGENT OF THE CARRIER.

Exhibit Labor Order Form

Bakken Oil Workers & Oil Service Expo
 North Dakota State Fair Center
 Minot, ND
 August 20-23, 2013

Advance Order Deadline
 Monday, August 5, 2013



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

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

	Advance Rates	Floor Rates
Exhibit Straight Labor Request:		
Straight Time: (One hour minimum per man) 8:00 a.m. – 4:30 p.m. Monday through Friday	\$55.00	\$71.50
Overtime: (One hour minimum per man) 4:30 p.m. – 8:00 a.m. Monday through Friday, all Saturdays, Sundays, and Holidays.	\$78.00	\$101.40

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

 Plan A – Supervision by Paramount

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

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

INSTALLATION:

# of men	approx. hours	Date	Day of week

DISMANTLE:

# of men	approx. hours	Date	Day of week

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

Set-Up Instructions (Circle One)

Sent to PCS Office Sent with display

 Plan B – Supervision by Exhibit Personnel

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

INSTALLATION:

# of men	approx. hours	Date	Day of week	Time

DISMANTLE:

# of men	approx. hours	Date	Day of week	Time

Supervisor will be: _____

Supervisor's On-Site Phone#: _____

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

Cancellation policy: Labor services cancelled less than 48 hours prior to first day of move in will be charged 1 hour per man requested.

Company Name: _____ Booth # _____

Phone: _____ Fax: _____ E-mail: _____

Address: _____ City, State, Zip _____

By: _____ Name: _____ Date: _____

(Signature)

(Please Print)

REMINDER:
 Items requested after the Advance Order Deadline are not guaranteed to be in stock. In order to secure advance rates and availability, all necessary forms must be received by the Advance Order Deadline date.

Paramount Convention Services
 Exhibit Labor Order Form

Key Information

Bakken Oil Workers & Oil Service Expo
North Dakota State Fair Center
Minot, ND
August 20-23, 2013

Advance Order Deadline
Monday, August 5, 2013

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



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

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

Inbound Freight Information

Carrier: _____ Shipped by: _____ Date: _____

of Pieces: _____ Weight: _____ Pro #: _____

Description: _____

Shipped To: (circle one) Warehouse Show Site

Outbound Freight Information

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

SHIP TO: _____ c/o _____

Street Address: _____

City: _____ State: _____ Zip: _____

Contact Name & Phone # _____

OUTBOUND FREIGHT CHARGES GUARANTEED BY:

Company Name: _____ Attention: _____

Permanent address of shipper: _____

City: _____ State: _____ Zip: _____

Authorized Company Rep Signature: _____

Authorized Company Rep Print: _____

Circle One: Pre-Paid Collect Bill to: _____

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

Carrier: _____

Company Name: _____ Booth # _____

Phone: _____ Fax: _____ E-mail: _____

Address: _____ City, State, Zip _____

By: _____ Name: _____ Date: _____

(Signature)

(Please Print)

Paramount Convention Services
Key Information

Intent To Use Non-Official Contractor

Bakken Oil Workers & Oil Service Expo
North Dakota State Fair Center
Minot, ND
August 20-23, 2013

DUE DATE: Monday, August 5, 2013



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

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.

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, August 5, 2013. **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, August 5, 2013.**

No extensions or exceptions will be granted after the published deadline. Please note that Certificate must list Paramount Convention Services, Bakken Oil Workers & Oil Service Expo, Blue52 Productions, LLC, North Dakota State Fair 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, August 5, 2013

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 "showsites" representative _____ phone # _____

Type of Service to be provided _____

Paramount Convention Services

Intent to use Non-Official Contractor

Non-Official Contractors' Rules and Regulations

Bakken Oil Workers & Oil Service Expo
North Dakota State Fair Center
Minot, ND
August 20-23, 2013

DUE DATE: **Monday, August 5, 2013**



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

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, August 5, 2013). For your convenience, you may fax the form to (314) 621-6416.

Liability "Certificate of Insurance" form which names Paramount Convention Services, Inc., Bakken Oil Workers & Oil Service Expo, Blue52 Productions, LLC, North Dakota State Fair 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, August 5, 2013), 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

Non-Official Contractor Rules & Regs

Booth Cleaning Service Order Form

Bakken Oil Workers & Oil Service Expo
 North Dakota State Fair Center
 Minot, ND
 August 20-23, 2013

Advance Order Deadline
 Monday, August 5, 2013



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

www.paramountcs.com

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

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

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

BOOTH CLEANING

	ADVANCE RATES	FLOOR RATES
CODE:		
(4501) ___ DAILY – Vacuum and empty wastebaskets before initial opening of exhibit and DAILY thereafter.	\$.31 sq.ft. per day	\$.39 sq.ft. per day
(4500)___ ONCE – Vacuum and empty wastebaskets ONCE before initial opening of exhibit.	\$.35per Sq. ft.	\$.44 per sq. ft.

EXCLUSIVE SERVICE

(4502) ___ Exclusive janitor or porter service (4 hour minimum per day).	\$60.00 per hour S/T	\$90.00 per hour O/T
--	----------------------------	----------------------------

*Should your booth give away food items (i.e. popcorn) or other promotional products that cause excessive debris on the show floor, you will be responsible for the additional cleaning required. ****\$330.00 one time fee****

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

Total: \$ _____

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

Company Name: _____ Booth # _____

Phone: _____ Fax: _____ E-mail: _____

Address: _____ City, State, Zip _____

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

Paramount Convention Services

Booth Cleaning Service Order Form

Sign Service Order Form

Bakken Oil Workers & Oil Service Expo
North Dakota State Fair Center
Minot, ND
August 20-23, 2013

Advance Order Deadline
Monday, August 5, 2013



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QUALITY DIGITAL PRINTING WITH LOGOS AND WORDING AT THESE SPECIAL PRICES

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

Code	Quantity	Size	Advance Rates	Floor Rates
(5000)	_____	7" x 11"	\$25.00	\$38.00
(5001)	_____	11" x 14"	\$30.00	\$45.00
(5002)	_____	7" x 44"	\$32.00	\$48.00
(5003)	_____	14" x 22"	\$40.00	\$60.00
(5004)	_____	22" x 28"	\$48.00	\$72.00
(5005)	_____	28" x 44"	\$77.00	\$105.00
(5006)	_____	40" x 60"	\$150.00	\$195.00
(5007)	_____	38 1/8" x 92 1/8"	\$225.00	\$292.00

OPTIONAL SERVICES

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

(5009) 22x28 Sign holder \$48.00

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

Subtotal \$	_____
Tax 7% \$	_____
Total \$	_____

REMINDER:
Items requested after the Advance Order Deadline are not guaranteed to be in stock. In order to secure advance rates and availability, all necessary forms must be received by the Advance Order Deadline date.

PLEASE COMPLETE ALL INFORMATION BELOW WHEN ORDERING:

SIGN SIZE: _____ QUANTITY: _____

BACKGROUND COLOR: _____ LETTERING COLOR: _____

SHAPE (Circle One) HORIZONTAL VERTICAL EASEL BACK

SPECIAL INSTRUCTION: _____

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

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

Company Name: _____ Booth # _____

Phone: _____ Fax: _____ E-mail: _____

Address: _____ City, State, Zip _____

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

Paramount Convention Services
Sign Service Order Form

Floral Service Order Form

Bakken Oil Workers & Oil Service Expo
 North Dakota State Fair Center
 Minot, ND
 August 20-23, 2013

Advance Order Deadline
 Monday, August 5, 2013

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



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PLANT RENTALS

Code	Quantity	Description	Advance Rates	Floor Rates
(6000)	_____	2' - 3' Tropical Plant	\$45.00	\$58.50
(6001)	_____	4' - 5' Tropical Plant	\$55.00	\$71.50
(6002)	_____	5' - 6' Tropical Plant	\$72.00	\$93.75
(6003)	_____	6' - 8' Tropical Plant	\$112.00	\$145.75
(6004)	_____	Ferns (circle one) Floor / Hanging	\$45.00	\$58.50

All containers for tropical plants will be provided in black

FLOWERING PLANTS AND FLORAL ARRANGEMENTS (PURCHASE ONLY)

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

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

Yellow White Lavender Rust Blue Pastels

Colors and availability may vary depending upon season and location.

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

ORDERS MADE AT SHOW SITE CANNOT BE GUARANTEED!

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

Subtotal \$ _____
Tax 7% \$ _____
Total \$ _____

Company Name: _____ Booth # _____

Phone: _____ Fax: _____ E-mail: _____

Address: _____ City, State, Zip _____

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

REMINDER:
 Items requested after the Advance Order Deadline are not guaranteed to be in stock. In order to secure advance rates and availability, all necessary forms must be received by the Advance Order Deadline date.

**Paramount Convention Services
 Floral Service Order Form**

Video Service Form

Bakken Oil Workers & Oil Service Expo
 North Dakota State Fair Center
 Minot, ND
 August 20-23, 2013

Advance Order Deadline
 Monday, August 5, 2013

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



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Video Packages

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

CODE:		ADVANCE RATES	FLOOR RATES
___	32" LCD monitor	\$300.00	\$390.00
___	42" HDTV	\$400.00	\$490.00
___	DVD player	\$50.00	\$65.00
___	Blu Ray DVD player	\$75.00	\$90.00
___	1 meter x 1/2 meter x 42" Black stand with shelf for laptop or DVD player	\$100.00	\$175.00

REMINDER:
 Items requested after the Advance Order Deadline are not guaranteed to be in stock. In order to secure advance rates and availability, all necessary forms must be received by the Advance Order Deadline date.

❖ Graphic panels can be made for the counters at \$100.00 per panel. Please ask your convention services manager for more details.

- * Electric is not included
- * Rates are for run of the show
- * On Site orders are not guaranteed to be available

SUBTOTAL \$ _____ TAX 7 % _____ TOTAL \$ _____
--

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

Company Name: _____ Booth # _____

Phone: _____ Fax: _____ E-mail: _____

Address: _____ City, State, Zip _____

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

Paramount Convention Services

Electric Service Order Form

Bakken Oil Workers & Oil Service Expo
 North Dakota State Fair Center
 Minot, ND

Advance Order Deadline
 Wednesday, July 31, 2013

August 20-23, 2013

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

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)	\$75.00 PER HOUR
OVERTIME LABOR (BEFORE 8AM, AFTER 4:30PM & SATURDAYS)	\$110.00.00 PER HOUR
SUNDAY AND HOLIDAY LABOR	\$110.00 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.
 Receptacle placed in back of booth.**

Single phase service-All power 60 cycle

Code	Description	Qty	Advance Rates	Floor Rates
	120V/10AMPS	_____	\$60.00	\$90.00
	120V/20AMPS	_____	\$75.00	\$112.50
Other services and equipment				
	Extension Cord	_____	\$15.00	\$22.50
	Power Strip	_____	\$20.00	\$30.00
	Outdoor spaces- 120v/20AMP circuit	_____	\$225.00	\$337.50

*** On Site orders are not guaranteed to be available.**

SUBTOTAL \$ _____ TAX 7 % _____ TOTAL \$ _____

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

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.



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REMINDER:
 Items requested after the Advance Order Deadline are not guaranteed to be in stock. In order to secure advance rates and availability, all necessary forms must be received by the Advance Order Deadline date.

**Paramount Convention Services
 Electric Service Order Form**

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 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.

Order Online: <http://shop.bartizan.com/bakkenoil.html>

Fax Order to: 914-965-7746

Modernize Your Booth Marketing

iLeads Cloud-Based Lead Retrieval

What is the iLeads App?

Improve Your Show Efficiency and Close More Deals Faster

The award winning iLeads is the first and most widely used exhibitor lead management app. Capture leads by typing Badge ID # or scan the QR code when available using your own iPod touch®, iPhone®, iPad® (*Minimum Operating System required is 4.3*), Android™ or tablet (*Minimum Operating System required is 2.1*) and BlackBerry® Smartphone (*Operating System required is 6,7 or 7.1*). Build a greater pipeline of qualified leads. Capture sales leads anywhere, anytime. Add action items and notes to leads. Follow up instantly by tapping attendee's telephone and email address.



- ✓ Contact Management.
- ✓ Works Offline
- ✓ Capture sales leads anywhere, any time.
- ✓ Customizable. Add action items and notes to leads.
- ✓ Live Reporting. Run real-time lead analysis reports.
- ✓ Backed up and synched on a secure website.

Marketing Extras, included, no extra charge

Attendee Notification

Bartizan e-mails each attendee with an interactive list of the booths they visited.

Lets attendees follow up on you.

QR Code for Booth

One free, print-ready custom QR code for booth marketing.

Your custom QR code can send attendees to your video, twitter page or your website.

Use the digital image file to print on your literature or premium items.

Lead Management Software

Using LeadsLightning, track the attendees who stopped by your booth. View, sort, print and download leads.

Identify best leads by filtering and prioritizing.

Access anywhere, anytime up to 12 months after the show.

Exhibitor Education

Free Exhibitor Marketing Toolkit, guidelines, e-mail templates, check lists and more.



Order Online: <http://shop.bartizan.com/bakkenoil.html>

Fax Order to: 914-965-7746

Mobile Lead Management Packages



All Lead App Packages Include:

- ✓ iLeads App Data Licenses for Your Booth
- ✓ 1 Print Ready Custom QR Code for product promotion at booth.
- ✓ Exhibitor Education: Free Exhibitor Marketing Toolkit, guidelines, e-mail templates, check lists and more.

Lead Retrieval Options

	QTY	ORDER BY		ONSITE	TOTAL
		7/24/2013	8/7/2013		
iLeads App: Master License Capture leads by typing Badge ID # or scan the QR code when available using your own iPod touch®, iPhone®, iPad®, Android™ or BlackBerry® Smartphone.	<input type="checkbox"/>	\$195.00	\$205.00	\$215.00	_____
Additional Licenses: 1 to 2 Allow your entire team to collect leads. 2 nd and 3 rd license	<input type="checkbox"/>	\$79.00	\$89.00	\$99.00	_____
Additional Licenses: 4 plus Allow your entire team to collect leads. 4 th license +	<input type="checkbox"/>	\$49.00	\$59.00	\$69.00	_____
PLEASE NOTE: When purchasing additional licenses a Master license must always be purchased.					
iPod touch® Rental: Includes iLeads lead retrieval app pre-loaded.	<input type="checkbox"/>	\$295.00	\$320.00	N/A	_____
iPad® Rental: Includes iLeads lead retrieval app pre-loaded.	<input type="checkbox"/>	\$395.00	\$420.00	N/A	_____
3G Service is available for an additional \$80.00	<input type="checkbox"/>	\$475.00	\$500.00	N/A	_____

Company Name _____



GRAND TOTAL _____

Please Note: Upon placing this order you agree to the full Terms & Conditions on the attached document.

All attendees will receive an email a few days after the show containing a list of booths that they visited, extending your reach after the show. To make the most of this free listing please log on to: www.leadslighting.com/leadslighting/Bakkenoil2013 to provide your info. Without your complete company contact information, the list sent to attendees will contain only your name and booth number.

Order Online: <http://shop.bartizan.com/bakkenoil.html>

Fax to: 914-965-7746

Order Online: <http://shop.bartizan.com/bakkenoil.html>

Fax Order to: 914-965-7746

COMPANY: _____	BOOTH #: _____	<p><u>iLeads Only:</u></p> <p>Please provide First Name, Last Name and Email address of person to receive the Event Access Code.</p> <p>Recipient will also receive the User Name & Password to access your company's leads on LeadsLightning.</p> <p>Name:</p> <p>_____</p> <p>Email:</p> <p>_____</p>
ADDRESS: _____		
CITY: _____	STATE: _____ ZIP: _____ COUNTRY: _____	
PHONE#: _____	FAX #: _____	
ORDER CONTACT: _____	EMAIL: _____	
ONSITE CONTACT: _____	CELL #: _____	

ORDER ONLINE:
<http://shop.bartizan.com/bakkenoil.html>

Email Order Form to:
customerservice@myleadretrievalorder.com

Mail Checks to:
 Bartizan Connects,
 Attn: Customer Service
 217 Riverdale Avenue,
 Yonkers, NY 10705
Phone: 800.899.2278

Order by Fax: 914-965-7746

Please Note: Upon placing this order you agree to the full Terms & Conditions listed below. For those exhibitors who choose to rent an iPod touch® or iPad® please return device to Bartizan Connects within 4 business days using the FedEx label provided.

My Tradeshow Connections:

All attendees will receive an email a few days after the show containing a list of booths that they visited, extending your reach after the show. To make the most of this free listing please log on to: www.leadslighting.com/leadslighting/Bakkenoil2013 to provide your info online. Without your complete company contact information, the list sent to attendees will contain only your name and booth number.

PAYMENT



Check# _____

Card Number

Expiration Date

Security Code

Cardholder Name

Authorized Signature

(Card holder & signature represents above company and authorizes this credit card to be used as payment for this contract)

TERMS AND CONDITIONS

1. Cancellations made 7 or more days prior to the event are subject to a \$50.00 cancellation fee. Cancellations made less than 7 days prior to the event will result in forfeiture of the entire rental fee.
2. Limitation of Liability: Bartizan bears no responsibility for any consequential damages suffered by the exhibitor. Its liability is limited to the cost of the goods and services it provides. Bartizan is not responsible for events beyond its control such as power failures, erratic electrical power, exhibitor's failure to comply with instructions or force majeure.
3. It is the Exhibitors responsibility to ensure that the device they use at the show meets the minimum requirements to run the iLeads app. Exhibitor is responsible for returning the rental device to Bartizan Connects within 4 business days using the FedEx label provided.
4. Replacement cost for lost equipment: iPod Touch®: \$300.00. iPad®: \$650.00