



# 2023 HDA Distribution Management Conference and Expo

March 12-15, 2023

JW Marriott Indianapolis

Indianapolis, IN

# Exhibitor Service Kit

## Exhibitor Show Information

2023 HDA Distribution Management Conference and Expo  
JW Marriott Indianapolis  
Indianapolis, IN  
March 12-15, 2023

Discount Deadline  
Monday, February 27, 2023

**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, (2) padded side chairs, (1) 6' x 30" skirted table, (1) wastebasket, and a booth identification sign showing the company name.

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

**Show Colors:** Standard Booths: Black & Light Beige    Premier Booths: Beige & Black

### Deadlines:

To receive discount prices, we must receive your order, along with a form of payment by **Monday, February 27, 2023**. If you are shipping to the advance receiving warehouse, your freight must be received by **Monday, March 6, 2023**, to avoid surcharges.

### Installation:

Exhibitors may begin setting up their booths on:

Sunday                      March 12, 2023                      1:00PM – 5:00PM

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

### Show Hours:

Monday	March 13, 2023	Expo and Networking Break	9:30AM – 10:00AM
	March 13, 2023	Expo and Dessert Break	1:30PM – 2:00PM
	March 13, 2023	Expo Grand Opening and Expo Raffle	4:30PM – 6:30PM
Tuesday	March 14, 2023	Expo and Networking Break	9:30AM – 10:00AM
	March 14, 2023	Expo and Dessert Break	1:15PM – 2:00PM
	March 14, 2023	Networking Reception and Expo Raffle	4:15PM – 6:15PM

### Dismantling:

Exhibitors must dismantle their booths on:

Tuesday                      March 14, 2023                      6:15PM – 8:00PM

**\*NO EARLY TEAR DOWN PERMITTED – Booths must be manned until 6:15PM. Failure to comply with these rules and regulations may result in inability to participate in future DMC.**

**\*All freight carriers must check in with Paramount Convention Services by 7:00 p.m., Tuesday, March 14, 2023 or your freight will be re-consigned onto the show carrier, ABF.**

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

Please feel free to contact your show coordinator, Katie Shashack, at (314) 621-6677 or [katie@paramountcs.com](mailto:katie@paramountcs.com) with any questions or concerns!

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

### REMINDER:

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

# Show Information



# ATTENTION EXHIBITORS

PLEASE SHIP ALL ADVANCE  
FREIGHT TO THE  
PARAMOUNT ADVANCED  
RECEIVING WAREHOUSE AT:


ABF  
C/O PARAMOUNT CONVENTION SERVICES  
3522 Perry Blvd.  
Whitestown, IN 46075  
FOR: HDA-2023

PLEASE **DO NOT**  
SHIP YOUR FREIGHT IN ADVANCE  
TO THE JW MARRIOTT INDIANAPOLIS.

**SHIPMENTS WILL BE REFUSED.**

# Exhibitor Checklist

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

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

# Exhibitor Checklist







## Key Contact List and Discount Rate Deadlines

<u>Category</u>	<u>Company/Phone #/Contact Name</u>	<u>Discount Rate Date</u>
Association	Healthcare Distribution Alliance Michelle Leslie Office: 202-964-6547 <a href="mailto:mleslie@hda.org">mleslie@hda.org</a>	
Booth Cleaning/ Carpet/Floral/ Furniture	Paramount Convention Services 314-621-6677 Katie Shashack <a href="mailto:katie@paramountcs.com">katie@paramountcs.com</a> ONLINE ORDERING: <a href="http://www.paramountcs.com/exhibitorservices">www.paramountcs.com/exhibitorservices</a>	Monday, February 27, 2023

### **FOLLOW THESE STEPS TO ORDER ONLINE AND ACCESS SHOW INFORMATION**

- Access the Paramount Convention Services website address: [www.paramountcs.com/exhibitorservices](http://www.paramountcs.com/exhibitorservices)
- Enter your Login ID & Password information, click Sign In.
- You will be prompted to change your password, do so and click Change Password.
- Select the items/services you wish to order.
- When you are finished with your order, click logout at the top of the screen.
- Once logged off, a confirmation e-mail will be sent to your account listing your current order.
- You may return at any time before **February 27, 2023** to edit or add to your order at the discount prices.

YOUR LOGIN AND PASSWORD WILL BE SEND OUT VIA EMAIL

Electric/Internet/ Markeys  
Audio Visual Email: [ExhibitorsMarriottIndyPlace@markeys.com](mailto:ExhibitorsMarriottIndyPlace@markeys.com)  
Online Ordering: <https://markeys.formstack.com/forms/indyplace>

\*Orders must be placed within 60 days of the event or the form will expire & have to be filled out again\*

# Credit Card Authorization/Payment Policies

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Monday, February 27, 2023

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

## Payment Policy

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

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

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

## Credit Card Authorization

MasterCard    Visa    Discover    American Express

Expiration Date: \_\_\_\_\_

Credit Card #: \_\_\_\_\_

CVV #: \_\_\_\_\_

**[THIS NUMBER IS REQUIRED TO PROCESS YOUR CARD.]**

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

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

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

Cardholders Name: \_\_\_\_\_

Cardholders Billing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

## Order Summary:

Furniture Rental	\$
Table Rental	\$
Carpet Rental	\$
Specialty Furniture	\$
Rental Unit	\$
Accessories	\$
Priority / Accessible Storage	\$
Material Handling	\$
Exhibit Labor	\$
Booth Cleaning	\$
Sign Service	\$
Floral Service	\$
Total Estimated Advance Order	\$

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

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

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**This will authorize Paramount Convention Services to charge the amount of your advance/floor orders, material handling charges, and any additional amounts incurred as a result of show site orders placed by you or your representative, to your credit card account.**

**I agree in placing this order that I have accepted Paramount Convention Services, Inc. terms and conditions, including Paramount Convention Services payment policy, and "Limits of Liability and Responsibility".**

**Cardholder Signature** \_\_\_\_\_

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

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

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

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

Credit Card Authorization/Payment Policies



## Third Party Authorization

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

**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**



## Furniture Rental

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

### Chairs

Code	QTY	Description	Discount	Standard
(1001)	___	Gray Upholstered Padded Side Chair	\$75.00	\$98.00
(1002)	___	Black Vinyl Padded Side Chair	\$70.00	\$98.00
(1003)	___	Deluxe Gray Upholstered Padded Side Chair	\$85.00	\$110.50
(1004)	___	Gray Upholstered Arm Chair	\$80.00	\$104.00
(1005)	___	Black Secretarial Chair on Casters	\$80.00	\$104.00
(1007)	___	Gray Upholstered High Stool	\$110.00	\$143.00
(1010)	___	Black Mid Back Leather Sled Chair	\$110.00	\$143.00
(1011)	___	Black High Back Executive Chair on Casters	\$110.00	\$143.00

### Miscellaneous Equipment

Code	QTY	Description	Discount	Standard
(1401)	___	Tripod Easel	\$35.00	\$46.00
(1402)	___	Bag Holder	\$85.00	\$111.00
(1403)	___	Literature Rack (5 pocket)	\$95.00	\$124.00
(1404)	___	Stanchion (Tensa Barriers)	\$30.00	\$39.00

SUBTOTAL \$ \_\_\_\_\_  
Tax: 7.00% \_\_\_\_\_  
TOTAL \$ \_\_\_\_\_

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

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

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

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

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# Furniture Rental



# 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	\$95.00	\$124.00
(1101)	___	42" Counter High	\$110.00	\$143.00
(1102)	___	6' Table-30" High	\$105.00	\$137.00
(1103)	___	42" Counter High	\$120.00	\$156.00
(1104)	___	8' Table-30" High	\$125.00	\$163.00
(1105)	___	42" Counter High	\$140.00	\$182.00

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	\$55.00	\$72.00
(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	\$85.00	\$111.00
(1111)	___	42" Counter High	\$90.00	\$117.00

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

Code	QTY	Draping	Discount	Standard
(1112)	___	4 <sup>th</sup> Side Drape- 30" Tall	\$40.00	\$52.00
(1113)	___	4 <sup>th</sup> 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

Code	QTY	Round Table	Discount	Standard
(1114)	___	30" High Please Circle Diameter Choice: 30" or 36"	\$115.00	\$150.00
(1116)	___	42" High 30" Wide	\$125.00	\$163.00

## Table Top Risers

Code	QTY	Risers	Discount	Standard
(1118)	___	6' long table riser	\$58.00	\$75.00
(1119)	___	8' long table riser	\$74.00	\$96.00

SUBTOTAL \$ \_\_\_\_\_  
Tax: 7.00% \_\_\_\_\_  
TOTAL \$ \_\_\_\_\_

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

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

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

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

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# Table Rental



# Carpet Rental

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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'	\$184.00	\$239.00
_____ 10' x 20'	\$362.00	\$471.00
_____ 10' x 30'	\$541.00	\$703.00

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.	\$3.00 per sq. ft.	\$4.00 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.

BOOTH SIZE	Discount	Standard
_____ ' x _____ ' = _____ sq. ft.	\$5.00 per sq. ft.	\$6.50 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.	\$2.00 per sq. ft.	\$2.60 per sq. ft.
Visqueen _____ ' x _____ ' = _____ Sq. ft.	\$1.00 per sq. ft.	\$1.30 per sq. ft.

SUBTOTAL \$ \_\_\_\_\_  
Tax: 7.00% \_\_\_\_\_  
TOTAL \$ \_\_\_\_\_

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Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Paramount Convention Services Phone: 314-621-6677 Fax: 314-621-6416  
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# Carpet Rental





## Specialty Furniture Rental

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### Specialty Furniture

Code	QTY	Description	Discount	Standard
(1500)	___	Desk Lamp	\$37.00	\$48.00
(1501)	___	Table Lamp	\$53.00	\$69.00
(1502)	___	Floor Lamp	\$58.00	\$75.00
(1503)	___	End Table	\$89.00	\$116.00
(1504)	___	Coffee Table	\$95.00	\$124.00
(1505)	___	Coat Rack on wheels with 25 Hangers	\$53.00	\$69.00
(1506)	___	2 Drawer Locking File Cabinet	\$95.00	\$124.00
(1507)	___	2 Door Locking Cabinet (6' Tall)	\$116.00	\$151.00
(1508)	___	Sofa	\$473.00	\$615.00
(1509)	___	Lounge Chair-Black	\$263.00	\$342.00
(1510)	___	30" Tall Refrigerator-Black	\$105.00	\$137.00
(1511)	___	Raffle Drum	\$68.00	\$88.00
(1512)	___	Plastic Fish Bowl	\$26.00	\$34.00
(1530)	___	6' Glass Display Case	\$350.00	\$450.00
(1533)	___	Cell Phone/Tablets Charging Unit	\$1000.00	\$1300.00

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

\*\*Availability of custom furniture cannot be guaranteed on site.

SUBTOTAL \$ \_\_\_\_\_  
Tax: 7.00% \_\_\_\_\_  
TOTAL \$ \_\_\_\_\_

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Specialty Furniture Rental





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

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

*Must be ordered 10 days prior to move in or a 30% additional charge will apply. On-site availability limited. Tax will apply.*

**Rental Unit Desired:** \_\_\_\_\_

**Name of Convention/Event:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_

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

**We can help you design and produce MANY different looks for your booth. Please reach out to your coordinator about how we can help you achieve your look.**

**A rental unit is a simple way to add a backdrop to your booth space and attract attendees.**

### **Seamless 10x10 Rental Unit**

Unit includes custom backwall graphics, 3 lights, a counter, and carpet.

**\$1,500**



### **Seamless 10x10 Rental Unit with TV**

Unit includes custom backwall graphics, 2 lights, a counter, carpet, and a 55" TV.

**\$2,000**





## Accessories Rental

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### Counters

Code	QTY	Description	Discount	Standard
(2500)	_____	1 Meter x ½ Meter	\$241.00	\$313.00
(2501)	_____	2 Meters x ½ Meter	\$289.00	\$376.00
(2502)	_____	1 Meter Radius x ½ Meter	\$312.00	\$406.00

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

Standard Panel Color is Black

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

### Display Panels

Code	QTY	Description	Discount	Standard
(2400)	_____	Velcro Board 38" x 92" Vertical	\$153.00	\$199.00
(2401)	_____	Poster Board 4' x 8' Horizontal	\$120.00	\$156.00

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

### Shelves/Gondolas

Code	QTY	Description	Discount	Standard
(2300)	_____	One Sided Free Standing Gondola	\$189.00	\$246.00
(2301)	_____	Double Sided Free Standing Gondola	\$252.00	\$328.00
(2302)	_____	1 Meter Straight Shelf (for use w/rental unit only)	\$52.00	\$68.00
(2303)	_____	1 Meter Angled Shelf (for use w/rental unit only)	\$52.00	\$68.00

### Light Fixtures

Code	QTY	Description	Discount	Standard
(2600)	_____	Stem Light (for use w/rental unit only)	\$63.00	\$82.00
(2601)	_____	Track Light (4 Feet)	\$189.00	\$246.00

SUBTOTAL \$ \_\_\_\_\_  
Tax: 7.00% \_\_\_\_\_  
TOTAL \$ \_\_\_\_\_

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

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

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

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

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

Accessories Rental





## Shipping Information

2023 HDA Distribution Management Conference and Expo  
JW Marriott Indianapolis  
Indianapolis, IN  
March 12-15, 2023

Advance Receiving Deadline  
Monday, March 6, 2023

**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  
3522 Perry Blvd.  
Whitestown, IN 46075  
2023 HDA Distribution Management  
Conference and Expo

#### ADVANCE RECEIVING DEADLINE:

Monday, March 6, 2023

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

### Direct Shipments To Show Site:

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

Name of Exhibiting Company & Booth #  
C/O Paramount Convention Services  
JW Marriott Indianapolis  
Griffin Hall  
10 S West St.  
Indianapolis, IN 46204  
2023 HDA Distribution Management  
Conference and 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 **MUST** be on file for shipments to be accepted and delivered.
- The ABF warehouse will receive shipments Monday through Friday, 8AM – 5PM.
- All shipping charges **MUST** be prepaid. PCS will not accept any COD shipments.
- All shipments should be co-signed to Paramount Convention Services, Inc.
- Please use shipping labels provided to ensure accurate shipping, make copies as necessary.
- All shipments must have a bill of lading that shows number of pieces and weight, and or, a certified weight receipt showing the weight of the vehicle before loading as well as after unloading. Drayage charges are based on the total weight of each shipment.
- The warehouse will accept crates, cartons, skids, trunks/cases, and carpets. Loose or pad wrapped materials must be sent directly to show site.
- Please call PCS if you have any questions regarding shipping procedures. Please read the shipping and material handling information thoroughly.

## OUTBOUND SHIPPING

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

**Paramount Convention Services**

**Phone: 314-621-6677**

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



Shipping Information

## Material Handling

2023 HDA Distribution Management Conference and Expo  
JW Marriott Indianapolis  
Indianapolis, IN  
March 12-15, 2023

Advance Receiving Deadline  
Monday, March 6, 2023

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

### Advance Receiving at Warehouse:

**MUST BE RECEIVED BY: Monday, March 6, 2023**

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	\$125.00 per CWT	\$
Shipments received at the warehouse between 3/7/2023 - 3/9/2023 then handled in and out of booth on Over Time / Over Time	Lbs/100	CWT	\$156.00 per CWT	
Shipments received at the warehouse by an air carrier such as UPS, FedEx, etc. or any shipment received <b>WITHOUT</b> a bill of lading	Lbs/100	CWT	\$135.00 per CWT	\$
Shipments received at the warehouse between 3/7/2023 - 3/9/2023 <b>WITHOUT</b> a bill of lading	Lbs/100	CWT	\$169.00 per CWT	

**\*ABSOLUTELY NO SHIPMENTS ACCEPTED AT WAREHOUSE AFTER: 3/09/2023**

### 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	\$135.00 per CWT	\$
Shipments received at show site by an air carrier such as UPS, FedEx, etc. or any shipment received <b>WITHOUT</b> a bill of lading	Lbs/100	CWT	\$164.00 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.

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

**Material Handling**



**Paramount Convention Services**

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

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



## Additional Services

2023 HDA Distribution Management Conference and Expo  
JW Marriott Indianapolis  
Indianapolis, IN  
March 12-15, 2023

Advance Receiving Deadline  
Monday, March 6, 2023

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

### Vehicle Spotting:

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

### Forklift:

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

	<b>Straight Time</b>	<b>Overtime</b>
Forklift with Operator (One-hour minimum) (Up to 4,000 lbs. Capacity)	\$175.00 per hr.	\$250.00 per hr.
Material Handler (One hour minimum)	\$74.00 per hr.	\$137.00per hr.

### Installation Labor:

Forklift with operator (4,000 lb. Capacity)

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

### Dismantle Labor:

Forklift with operator (4,000 lb. Capacity)

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

### Banding:

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

### Shrink-wrap:

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

Straight Time	Overtime
\$50.00 per skid	\$75.00 per skid

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

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Paramount Convention Services

Phone: 314-621-6677

Fax: 314-621-6416

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

# Additional Services



Paramount Convention Services

**R U S H**

*DO NOT DELAY*

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

c/o: Paramount Convention Services  
ABF  
3522 Perry Blvd.  
Whitestown, IN 46075

**WAREHOUSE**

2023 HDA Distribution Management  
Conference and 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  
3522 Perry Blvd.  
Whitestown, IN 46075

**WAREHOUSE**

2023 HDA Distribution Management  
Conference and 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 – Sun., March 12, 2023**

To: \_\_\_\_\_

(Name of Exhibiting Company)

c/o Paramount Convention Services  
JW Marriott Indianapolis  
Griffin Hall  
10 S West St.  
Indianapolis, IN 46204  
2023 HDA Distribution Management  
Conference and Expo

# SHOWSITE

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

# Paramount Convention Services

# R U S H

## DO NOT DELAY

**CANNOT ARRIVE UNTIL - Sun., March 12, 2023**

To: \_\_\_\_\_

(Name of Exhibiting Company)

c/o Paramount Convention Services  
JW Marriott Indianapolis  
Griffin Hall  
10 S West St.  
Indianapolis, IN 46204  
2023 HDA Distribution Management  
Conference and Expo

# SHOWSITE

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



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

Company Name:	Booth #
Show Name:	

Complete this form for pre-printed outbound material handling documents and shipping labels. Send this to Paramount prior to the show installation. Or you can fill this form out online with your login and password.

## ONE FORM FOR EACH DESTINATION.

### STEP 1. SHIP TO ADDRESS:

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

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

### STEP 2. CARRIER:

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

### STEP 3. FREIGHT CHARGES CONTACT:

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

**Show site Instructions:** Once your shipment is packed and ready to be picked up, please return the 4 copy outbound material handling form that we put in your booth at the show site to the Paramount Service Desk. Verify the piece count, weight and that the signature is on the outbound material handling order form prior to shipping out. Shipments without paperwork turned in will be forced onto the show carrier at the exhibitor's expense.

If you are shipping out using UPS or FedEx ground, express or air, (not freight) you must have their shipping label with your account number on each package or they will not take your packages.

**PARAMOUNT'S PRE-PRINTED LABELS WILL NOT WORK FOR FEDEX OR UPS**

**An arrangement for pick-up by any carrier other than our show carrier (ABF) is the responsibility of the exhibitor.**

Outbound Material Handling



# **Official Transportation Provider**

*via the ABF Freight® Network*

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

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

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

For personalized quotes, please call

**800-654-7019**

## **Our Services Include:**

**Priority  
handling of  
your inbound  
and outbound  
shipments**

**Guaranteed  
expedited air  
and ground  
services**

**LTL Ground  
Transportation**

**International  
Transportation**

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

**ArcBest®**  
*More Than Logistics™*



# REQUEST FOR INFORMATION

## ArcBest® Trade Show Services

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

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

### SHIPPER INFORMATION

Company \_\_\_\_\_

Address \_\_\_\_\_

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

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

### FREIGHT INFORMATION

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

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

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

### SHIP TO: Warehouse ☐ Show Site ☐

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

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

Contractor \_\_\_\_\_

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

Address \_\_\_\_\_

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

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

### ADDITIONAL INFORMATION

Residential Pickup ☐ Inside Pickup ☐

Liftgate ☐ Dock ☐

Would you like an ArcBest Trade Show Coordinator to contact you with a quote or information?

YES ☐ NO ☐

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

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

**800-654-7019**

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

8401 McClure Drive • Fort Smith, AR • 72916

## Exhibit Labor

2023 HDA Distribution Management Conference and Expo      Discount Deadline  
JW Marriott Indianapolis      Monday, February 27, 2023  
Indianapolis, IN  
March 12-15, 2023

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

### Exhibit Straight Labor Request:

	Discount	Standard
Straight Time: (One hour minimum per man) 8:00 a.m. – 4:30 p.m. Monday through Friday	\$74.00	\$96.00
Overtime: (One hour minimum per man) 4:30 p.m. – 8:00 a.m. Monday through Friday, all Saturdays, Sundays, and Holidays.	\$137.00	\$178.00

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

#### Plan A-Supervision by Paramount

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

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

#### INSTALLATION:

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

#### DISMANTLE:

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

Ladder(s) needed? \_\_\_\_ 8' \_\_\_\_ 12' \_\_\_\_ 14'

#### Set-Up Instructions/crate keys

Sent to PCS Office      Sent with display  
(Circle One)

#### Plan B-Supervision by Exhibit Personnel

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

#### INSTALLATION:

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

#### DISMANTLE:

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

Supervisor will be: \_\_\_\_\_

Supervisor's On-Site Phone#: \_\_\_\_\_

Ladder(s) needed? \_\_\_\_ 8' \_\_\_\_ 12' \_\_\_\_ 14'

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

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

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

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

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

# Exhibit Labor



## Key Information

2023 HDA Distribution Management Conference and Expo      Discount Deadline  
JW Marriott Indianapolis      Monday, February 27, 2023  
Indianapolis, IN  
March 12-15, 2023      **All orders must have a credit card on file.**

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

### Inbound Freight Information

Carrier: \_\_\_\_\_ Shipped by: \_\_\_\_\_ Date: \_\_\_\_\_

# of Pieces: \_\_\_\_\_ Weight: \_\_\_\_\_ Pro #: \_\_\_\_\_

Description: \_\_\_\_\_

**Shipped To: (circle one)**      Warehouse      Show Site

### Outbound Freight Information

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

SHIP TO: \_\_\_\_\_ c/o \_\_\_\_\_

Street Address: \_\_\_\_\_

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

Contact Name & Phone # \_\_\_\_\_

### Outbound Freight Charges Guaranteed By:

Company Name: \_\_\_\_\_ Attention: \_\_\_\_\_

Permanent address of shipper: \_\_\_\_\_

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

Authorized Company Rep Signature: \_\_\_\_\_

Authorized Company Rep Print: \_\_\_\_\_

**Circle One:**      Pre-Paid      Collect      Bill to: \_\_\_\_\_

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

Carrier: \_\_\_\_\_

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

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

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

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

# Key Information



## Intent To Use Non-Official Contractor

2023 HDA Distribution Management Conference and Expo

JW Marriott Indianapolis

Indianapolis, IN

March 12-15, 2023

DUE DATE: Monday, February 27, 2023

**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, February 27, 2023. **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, February 27, 2023.**

**No extensions or exceptions will be granted after the published deadline. Please note that Certificate must list Paramount Convention Services, 2023 HDA Distribution Management Conference and Expo, JW Marriott Indianapolis 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, February 27, 2023**

Exhibiting Company \_\_\_\_\_ Booth # \_\_\_\_\_

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

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

Full Name of Non-Official Service Contractor: \_\_\_\_\_

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

phone \_\_\_\_\_ fax \_\_\_\_\_ e-mail \_\_\_\_\_

Non-Official contractor "show site" representative \_\_\_\_\_ phone # \_\_\_\_\_

Type of Service to be provided \_\_\_\_\_

Intent To Use Non-Official Contractor





# Non-Official Contractors' Rules and Regulations

2023 HDA Distribution Management Conference and Expo  
JW Marriott Indianapolis  
Indianapolis, IN  
March 12-15, 2023

DUE DATE: **Monday, February 27, 2023**

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, February 27, 2023). For your convenience, you may fax the form to (314) 621-6416.**

Liability "Certificate of Insurance" form which names Paramount Convention Services, Inc., 2023 HDA Distribution Management Conference and Expo, JW Marriott Indianapolis, 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, February 27, 2023), THEN ANY REPRESENTATIVE OF THE EXHIBITING FIRM OR NON-OFFICIAL CONTRACTOR WILL BE REQUIRED TO ORDER LABOR FROM PARAMOUNT.

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

Non-Official Contractor Rules & Regs



## Booth Cleaning

2023 HDA Distribution Management Conference and Expo      Discount Deadline  
JW Marriott Indianapolis      Monday, February 27, 2023  
Indianapolis, IN  
March 12-15, 2023      **All orders MUST have a credit card on file.**

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

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

### Booth Cleaning:

CODE:	Discount	Standard
(4501) ___ DAILY – Vacuum and empty wastebaskets before initial opening of exhibit and DAILY thereafter.	\$.39 sq.ft. per day	\$.50 sq.ft. per day
(4500) ___ ONCE – Vacuum and empty wastebaskets ONCE before initial opening of exhibit.	\$.47 per sq. ft.	\$.61 per sq. ft.

### Exclusive Service:

(4502) ___ Exclusive janitor or porter service (4-hour minimum per day).	\$74.00 per hour S/T	\$137.00 per hour O/T
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SIZE OF BOOTH \_\_\_ X \_\_\_ = \_\_\_ SQ.FT. X RATE \_\_\_ = \_\_\_ PER DAY X NO. OF DAYS \_\_\_ = \$ \_\_\_

Total: \$ \_\_\_\_\_

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

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

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

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

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

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

# Booth Cleaning





## Sign Service

2023 HDA Distribution Management Conference and Expo  
JW Marriott Indianapolis  
Indianapolis, IN  
March 12-15, 2023

Discount Deadline  
Monday, February 27, 2023

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

### QUALITY DIGITAL PRINTING WITH LOGOS AND WORDING AT THESE SPECIAL PRICES

Please forward special logos or graphics to [signshop@paramountcs.com](mailto:signshop@paramountcs.com)

Code	Quantity	Size	Discount	Standard
(5000)	_____	7" x 11"	\$25.00	\$38.00
(5001)	_____	11" x 14"	\$30.00	\$45.00
(5002)	_____	7" x 44"	\$32.00	\$48.00
(5003)	_____	14" x 22"	\$40.00	\$60.00
(5004)	_____	22" x 28"	\$60.00	\$78.00
(5005)	_____	28" x 44"	\$120.00	\$156.00
(5006)	_____	40" x 60"	\$235.00	\$305.00
(5007)	_____	38 1/8" x 92 1/8"	\$350.00	\$455.00

#### OPTIONAL SERVICES

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

(5009) 22x28 Sign holder \$50.00

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

**SUBTOTAL \$** \_\_\_\_\_  
7.00% \_\_\_\_\_  
**TOTAL \$** \_\_\_\_\_

### PLEASE COMPLETE ALL INFORMATION BELOW WHEN ORDERING:

**SIGN SIZE:** \_\_\_\_\_ **QUANTITY:** \_\_\_\_\_

**BACKGROUND COLOR:** \_\_\_\_\_ **LETTERING COLOR:** \_\_\_\_\_

SHAPE (Circle One) HORIZONTAL VERTICAL EASEL BACK

**SPECIAL INSTRUCTION:**

\_\_\_\_\_

**SIGN TO READ AS FOLLOWS:** \_\_\_\_\_  
(Please print or type)

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

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

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

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

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

Sign Service



## Floral Service

2023 HDA Distribution Management Conference and Expo

JW Marriott Indianapolis

Indianapolis, IN

March 12-15, 2023

Discount Deadline

Monday, February 27, 2023

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

### Plant Rentals:

Code	Quantity	Description	Discount	Standard
(6000)	_____	2' – 3' Tropical Plant	\$53.00	\$69.00
(6001)	_____	4' – 5' Tropical Plant	\$68.00	\$88.00
(6002)	_____	5' – 6' Tropical Plant	\$84.00	\$109.00
(6003)	_____	6' – 8' Tropical Plant	\$118.00	\$153.00
(6004)	_____	Ferns (circle one)	\$53.00	\$69.00

All containers for tropical plants will be provided in black

**Colors and availability may vary depending upon season and location.**

### Flowering Plants and Floral Arrangements:

(Purchase only)

Code	Quantity	Description	Discount	Standard
(6005)	_____	Flowering Mum Plant (circle one) Yellow / White / Pink / Burgundy	\$32.00	\$42.00

**Colors and availability may vary depending upon season and location.**

(6006)	_____	Small Cut Flower Arrangement	\$74.00	\$96.00
(6007)	_____	Medium Cut Flower Arrangement	\$95.00	\$124.00
(6008)	_____	Large Cut Flower Arrangement	\$158.00	\$205.00

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

Yellow      White      Lavender      Rust      Blue      Pastels

**Colors and availability may vary depending upon season and location.**

**ORDERS MADE AT SHOW SITE CANNOT BE GUARANTEED!**

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

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

SUBTOTAL \$ _____
7.00% _____
TOTAL \$ _____

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Paramount Convention Services

Phone: 314-621-6677

Fax: 314-621-6416

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

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

**Floral Service**



## Video Service Form

2023 HDA Distribution Management Conference and Expo  
JW Marriott Indianapolis  
Indianapolis, IN  
March 12-15, 2023

Discount Deadline  
Monday, February 27, 2023

**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
___ 42" Monitor Please select all cables that you will need: ___HDMI ___VGA ___USB	\$400.00	\$520.00
___ 55" Monitor Please select all cables that you will need: ___HDMI ___VGA ___USB	\$500.00	\$650.00
___ Rolling TV Stand	\$150.00	\$195.00

\* Electric is not included

\* Rates are for run of the show

SUBTOTAL \$ \_\_\_\_\_  
7.00% \_\_\_\_\_  
TOTAL \$ \_\_\_\_\_

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

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

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

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

# Video Service



# *UNION JURISDICTION RULES*

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

## **Decorator & Carpenter Jurisdiction**

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

## **Teamster Jurisdiction**

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

Thank you!



# FIRE PREVENTION BUREAU

## *EXHIBIT HALL FIRE REGULATIONS*

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

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

# FREIGHT REGULATIONS

Please be aware that the following rules and regulations will be in effect for 2023 HDA Distribution Management Conference and Expo at the JW Marriott Indianapolis in Indianapolis, IN.

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

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

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

