



Minnesota Fruit & Vegetable Expo

February 3-4, 2022

Delta Marriott Hotel

Minneapolis, MN

Exhibitor Service Kit

Exhibitor Show Information

Minnesota Fruit & Vegetable Expo
Delta Marriott Hotel
Minneapolis, MN
February 3-4, 2022

Discount Deadline
Wednesday, January 19, 2022

All orders MUST have a credit card on file.

Booth Equipment:

Each (6'x10') Booth will be provided with 8' high white back wall drape, 3' white side dividers, (1) padded side chair, and (1) 6' x 30" white skirted table.

*Electricity is ordered when applying for your booth space online

Deadlines:

To receive discount prices, we must receive your order, along with a form of payment by **Wednesday, January 19, 2022**. If you are shipping to the advance receiving warehouse, your freight must be received by **Wednesday, January 25, 2022**, to avoid surcharges.

Installation:

Exhibitors may begin setting up their booths on:

Wednesday	February 2, 2022	12:30PM – 4:30PM
-----------	------------------	------------------

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

Show Hours:

Wednesday	February 2, 2022	5:00PM – 7:00PM Reception
Thursday	February 3, 2022	9:30AM – Noon 1:30PM – 4:00PM
Friday	February 4, 2022	9:45AM – Noon 1:30PM – 4:00PM

Dismantling:

Exhibitors must dismantle their booths on:

Friday	February 4, 2022	4:00PM – 6:00PM
--------	------------------	-----------------

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

***All freight carriers must check in with Paramount Convention Services by 4:00PM, Friday, February 4, 2022 or your freight will be re-consigned onto the show carrier.**

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

ONLINE ORDERING: www.paramountcs.com/exhibitorservices

REMINDER:


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

Show Information



Exhibitor Checklist

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

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

Exhibitor Checklist





Key Contact List and Discount Rate Deadlines

<u>Category</u>	<u>Company/Phone #/Contact Name</u>	<u>Discount Rate Date</u>
Association	MFVGA Teresa Sorenson – teresa@empoweredeventslc.com Anna Anderson – anna@empoweredeventslc.com P: 763-684-6763	
Furniture/ Freight	Paramount Convention Services Katie Shashack - 314-621-6677 katie@paramountcs.com ONLINE ORDERING: www.paramountcs.com/exhibitorservices	Wednesday, January 19, 2022
Electric	Electricity is ordered when applying for your booth space online	

Credit Card Authorization/Payment Policies

Minnesota Fruit & Vegetable Expo
Delta Marriott Hotel
Minneapolis, MN
February 3-4, 2022

Discount Deadline
Wednesday, January 19, 2022

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	\$
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.

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

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

Cardholder Signature _____

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

Email: _____ **Phone:** _____

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

Online ordering: www.paramountcs.com/exhibitorservices

Credit Card Authorization/Payment Policies



Furniture Rental

Minnesota Fruit & Vegetable Expo
Delta Marriott Hotel
Minneapolis, MN
February 3-4, 2022

Discount Deadline
Wednesday, January 19, 2022

All orders MUST have a credit card on file.

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

Chairs

Code	QTY	Description	Discount	Standard
(1002)	___	Black Vinyl Padded Side Chair	\$70.00	\$91.00
(1003)	___	Deluxe Gray Upholstered Padded Side Chair	\$85.00	\$110.50
(1004)	___	Gray Upholstered Arm Chair	\$90.00	\$117.00
(1005)	___	Black Secretarial Chair on Casters	\$90.00	\$117.00
(1007)	___	Gray Upholstered High Stool	\$120.00	\$156.00
(1010)	___	Black Mid Back Leather Sled Chair	\$132.00	\$171.50
(1011)	___	Black High Back Executive Chair on Casters	\$132.00	\$171.50

Miscellaneous Equipment

Code	QTY	Description	Discount	Standard
(1399)	___	Metal Wastebasket	\$35.00	\$45.50
(1400)	___	Wastebasket	\$27.00	\$35.10
(1401)	___	Tripod Easel	\$40.00	\$52.00
(1402)	___	Bag Holder	\$90.00	\$117.00
(1403)	___	Literature Rack (5 pocket)	\$103.50	\$134.55
(1404)	___	Stanchion (Tensa Barriers)	\$37.00	\$48.10

Special Drape

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

Code	QTY	Description	Discount	Standard
(1200)	___	3' H Side Rails per ft	\$12.00	\$15.60
(1201)	___	8' H Background per ft	\$22.00	\$28.60
(1405)	___	8' Upright and Base	\$20.00	\$26.00
(1408)	___	6'-10' Adjustable Crossbar	\$15.00	\$19.50

6 FOOT MINIMUM ORDER

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

SUBTOTAL \$ _____
Tax: 8.025% _____
TOTAL \$ _____

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

Company Name: _____ Booth # _____

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

Online ordering: www.paramountcs.com/exhibitorservices

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

Furniture Rental



Minnesota Fruit & Vegetable Expo
Delta Marriott Hotel
Minneapolis, MN
February 3-4, 2022

Discount Deadline
Wednesday, January 19, 2022

All orders MUST have a credit card on file.

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

Skirted Tables

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

Code	QTY	Draped Tables	Discount	Standard
(1100)	___	4' Table-30" High	\$102.00	\$132.50
(1101)	___	42" Counter High	\$114.00	\$148.25
(1102)	___	6' Table-30" High	\$114.00	\$148.25
(1103)	___	42" Counter High	\$126.00	\$163.75
(1104)	___	8' Table-30" High	\$138.00	\$179.50
(1105)	___	42" Counter High	\$150.00	\$195.00

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	\$56.50	\$73.00
(1107)	___	42" Counter High	\$58.75	\$76.50
(1108)	___	6' Table 30" High	\$68.50	\$88.75
(1109)	___	42" Counter High	\$70.75	\$92.00
(1110)	___	8' Table 30" High	\$92.50	\$120.00
(1111)	___	42" Counter High	\$94.75	\$123.25

4th Side Drape

Code	QTY	Draping	Discount	Standard
(1112)	___	4 th Side Drape- 30" Tall	\$45.50	\$59.50
(1113)	___	4 th Side Drape 42" Tall	\$55.25	\$71.75

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"	\$114.00	\$123.50
(1116)	___	42" High 30" Wide	\$135.25	\$163.75

Table Top Risers

Code	QTY	Risers	Discount	Standard
(1118)	___	6' long table riser	\$66.00	\$85.75
(1119)	___	8' long table riser	\$84.00	\$109.25

SUBTOTAL \$ _____
Tax: 8.025% _____
TOTAL \$ _____

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

Company Name: _____ Booth # _____

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

Online ordering: www.paramountcs.com/exhibitorservices

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

Table Rental



Shipping Information

Minnesota Fruit & Vegetable Expo
Delta Marriott Hotel
Minneapolis, MN
February 3-4, 2022

Advance Receiving Deadline
Wednesday, January 25, 2022

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
2950 Lone Oak Circle
Eagan, MN 55121
For: Minnesota Fruit & Vegetable Expo

ADVANCE RECEIVING DEADLINE:

Wednesday, January 25, 2022

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

LAST DAY SHIPMENT RECEIVING AT WAREHOUSE WITH SURCHARGE: 01/31/2022

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
Delta Marriott Hotel
1330 Industrial Blvd NE
Minneapolis, MN 55413
For: Minnesota Fruit & Vegetable 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

Shipping Information



FREIGHT REGULATIONS

Please be aware that the following rules and regulations will be in effect for Minnesota Fruit & Vegetable Expo at the Delta Marriott Hotel in Minneapolis, MN.

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.



Material Handling

Minnesota Fruit & Vegetable Expo
Delta Marriott Hotel
Minneapolis, MN
February 3-4, 2022

Advance Receiving Deadline
Wednesday, January 25, 2022

All orders MUST have a credit card on file.

Advance Receiving at Warehouse:

MUST BE RECEIVED BY: Wednesday, January 25, 2022

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

*ALL FREIGHT CHARGED AT 100 LB INCREMENTS, WITH 200 LB MINIMUM CHARGE PER SHIPMENT	Shipment Weight / 100	CWT = (hundred lbs) X	RATE	Estimated Total
Shipments received at the warehouse before deadline date, then handled in and out of booth on Straight Time / Over Time	Lbs/100	CWT	\$90.00 per CWT	\$
Shipments received at the warehouse between 01/26/22 – 01/31/22 then handled in and out of booth on Straight Time / Over Time	Lbs/100	CWT	\$117.00 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 / Over Time	Lbs/100	CWT	\$110.00 per CWT	\$
Shipments received at the warehouse between 01/26/22 – 01/31/22 WITHOUT a bill of lading on Straight Time / Over Time	Lbs/100	CWT	\$143.00 per CWT	

***ABSOLUTELY NO SHIPMENTS ACCEPTED AT WAREHOUSE AFTER: 01/31/2022**

Direct Shipments to Show Site:

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

*ALL FREIGHT CHARGED AT 100 LB INCREMENTS, WITH 200 LB MINIMUM CHARGE PER SHIPMENT	Shipment Weight / 100	CWT = (hundred lbs) X	RATE	Estimated Total
Shipments received at show site during installation times, then handled in and out of booth on Straight Time / Over Time	Lbs/100	CWT	\$115.00 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 / Over Time	Lbs/100	CWT	\$130.00 per CWT	\$

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

Overtime:

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

Material Handling Rates and Charges:

Rates apply to each 100-pound increment, with a minimum charge of 200 lbs. per shipment. The weights rounded off to the next hundred pounds. Multiple shipments received are charged at separate minimums. No cumulative weights will be allowed on minimum, split shipment, UPS, etc. The above services, WHETHER USED COMPLETELY OR IN PART, are offered as a package ROUND TRIP RATE and the charges will be based on the total inbound weight of the shipment. Freight handling charges are the responsibility of the exhibitor to whom the shipments have been cosigned. Additionally, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.

Material Handling



Off Date Delivery Fees:

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

Van Lines, Uncrated, and Loose Display Shipments:

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

Empty Container Labels:

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

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

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

Inbound bill of Lading or Delivery Receipt:

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

Outbound Shipping:

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

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

Limits of Liability:

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

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

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

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

Paramount Convention Services

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

Online ordering: www.paramountcs.com/exhibitorservices



Paramount Convention Services

R U S H

DO NOT DELAY

ABF FIRST DAY RECEIVING: Monday, January 3, 2022

ABF WAREHOUSE RECEIVING DEADLINE: Wednesday, January 25, 2022

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

LAST DAY SHIPMENTS RECEIVED AT WAREHOUSE: 01/31/2022

To: _____

(Name of Exhibiting Company)

c/o: Paramount Convention Services

ABF

2950 Lone Oak Circle

Eagan, MN 55121

WAREHOUSE

EVENT: Minnesota Fruit & Vegetable Expo

BOOTH # _____

NUMBER _____ OF _____ PCS

CARRIER: _____

Paramount Convention Services

R U S H

DO NOT DELAY

ABF FIRST DAY RECEIVING: Monday, January 3, 2022

ABF WAREHOUSE RECEIVING DEADLINE: Wednesday, January 25, 2022

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

LAST DAY SHIPMENTS RECEIVED AT WAREHOUSE: 01/31/2022

To: _____

(Name of Exhibiting Company)

c/o: Paramount Convention Services

ABF

2950 Lone Oak Circle

Eagan, MN 55121

WAREHOUSE

EVENT: Minnesota Fruit & Vegetable Expo

BOOTH # _____

NUMBER _____ OF _____ PCS

CARRIER: _____

Paramount Convention Services

R U S H

DO NOT DELAY

CANNOT ARRIVE UNTIL – Wed, February 2, 2022

To: _____

(Name of Exhibiting Company)

c/o Paramount Convention Services

Delta Marriott Hotel

1330 Industrial Blvd NE

Minneapolis, MN 55413

For: Minnesota Fruit & Vegetable Expo

SHOWSITE

BOOTH # _____

NUMBER _____ OF _____ PCS

CARRIER: _____

Paramount Convention Services

R U S H

DO NOT DELAY

CANNOT ARRIVE UNTIL - Wed, February 2, 2022

To: _____

(Name of Exhibiting Company)

c/o Paramount Convention Services

Delta Marriott Hotel

1330 Industrial Blvd NE

Minneapolis, MN 55413

For: Minnesota Fruit & Vegetable Expo

SHOWSITE

BOOTH # _____

NUMBER _____ OF _____ PCS

CARRIER: _____

Pre-Printed Outbound Material Handling Agreement And Outbound Label Request

Outbound Material Handling



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:	
Email			
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.

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

Outbound Shipping Procedures

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

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

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

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

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

If you wish to use another carrier, you must notify them to pick up your freight at the close of the show: **All freight carriers must check in at the dock with Paramount by 2:00PM, Friday, February 4, 2022 or your freight will be re-consigned onto the show carrier ABF.**

If you have any questions, please contact the staff at the Paramount service desk.

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

Additional Numbers listed for your convenience:

ABF: 1-800-654-7019

UPS- 1-800- PICK-UPS; 1-800-742-5877

FedEx- 1-800- GO-FEDEX; 1-800-463-3339

Showsite Address:

Minnesota Fruit & Vegetable Expo Delta Marriott Hotel -
1330 Industrial Blvd NE Minneapolis, MN 55413

Outbound Shipping Procedures



Key Information

Minnesota Fruit & Vegetable Expo
Delta Marriott Hotel
Minneapolis, MN
February 3-4, 2022

Discount Deadline
Wednesday, January 19, 2022

All orders must have a credit card on file.

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

Inbound Freight Information

Carrier: _____ Shipped by: _____ Date: _____

of Pieces: _____ Weight: _____ Pro #: _____

Description: _____

Shipped To: (circle one) Warehouse Show Site

Outbound Freight Information

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

SHIP TO: _____ c/o _____

Street Address: _____

City: _____ State: _____ Zip: _____

Contact Name & Phone # _____

Outbound Freight Charges Guaranteed By:

Company Name: _____ Attention: _____

Permanent address of shipper: _____

City: _____ State: _____ Zip: _____

Authorized Company Rep Signature: _____

Authorized Company Rep Print: _____

Circle One: Pre-Paid Collect Bill to: _____

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

Carrier: _____

Company Name: _____ **Booth #** _____

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

Online ordering: www.paramountcs.com/exhibitorservices

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

Key Information



Booth Cleaning

Minnesota Fruit & Vegetable Expo

Delta Marriott Hotel

Minneapolis, MN

February 3-4, 2022

Discount Deadline

Wednesday, January 19, 2022

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. (40 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.	\$.85 sq.ft. per day	\$1.10 sq.ft. per day
(4500)	___ ONCE – Vacuum and empty wastebaskets ONCE before initial opening of exhibit.	\$.95 per Sq. ft.	\$1.24 per sq. ft.

Exclusive Service:

(4502) ___ Exclusive janitor or porter service (4-hour minimum per day).
Per hour: straight time: \$75.00 over time: \$112.50 double time: \$

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*

***If your booth leaves behind excessive trash at the end of the show, you will be charged a rate of \$20 per 50 pounds or portion thereof.
Excessive waste is any amount over 50 pounds per exhibitor.**

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

Company Name: _____ **Booth #** _____

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

Online ordering: www.paramountcs.com/exhibitorservices

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

Booth Cleaning



Sign Service

Minnesota Fruit & Vegetable Expo
Delta Marriott Hotel
Minneapolis, MN
February 3-4, 2022

Discount Deadline
Wednesday, January 19, 2022

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

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 \$ _____
8.025% _____
TOTAL \$ _____

PLEASE COMPLETE ALL INFORMATION BELOW WHEN ORDERING:

SIGN SIZE: _____ **QUANTITY:** _____

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

SHAPE (Circle One) HORIZONTAL VERTICAL EASEL BACK

SPECIAL INSTRUCTION:

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

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

Company Name: _____ **Booth #** _____

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

Online ordering: www.paramountcs.com/exhibitorservices

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

Sign Service



Video Service Form

Minnesota Fruit & Vegetable Expo
Delta Marriott Hotel
Minneapolis, MN
February 3-4, 2022

Discount Deadline
Wednesday, January 19, 2022

All orders MUST have a credit card on file.

Video Packages:

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

	Discount	Standard
___ 32" Monitor Please select all cables that you will need: ___HDMI ___VGA ___USB	\$300.00	\$390.00
___ 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 \$ _____
Tax 8.025% _____
TOTAL \$ _____

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

Company Name: _____ Booth # _____

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

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

Video Service



FIRE PREVENTION BUREAU

EXHIBIT HALL FIRE REGULATIONS

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

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

Exhibit Hall Fire Regulations

