



InterActivity 2025

May 14-15, 2025

Albuquerque Convention Center

Albuquerque, NM

# Exhibitor Service Kit

## Exhibitor Show Information

InterActivity 2025  
Albuquerque Convention Center  
Albuquerque, NM  
May 14-15, 2025

Discount Deadline  
Wednesday, April 30, 2025

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

### Booth Equipment:

Each (10'x10') Booth will be provided with 8' high royal blue back wall drape, 3' side dividers, (2) padded side chairs, (1) 6' x 30" royal blue skirted table, (1) wastebasket, and a booth identification sign showing the company name.

**Note: The exhibit area is carpeted, but you may still order booth carpeting if you'd like.**

**Show Colors: Royal Blue**

### Deadlines:

To receive discount prices, we must receive your order, along with a form of payment by **Wednesday, April 30, 2025**. If you are shipping to the advance receiving warehouse, your freight must be received by **Wednesday, May 7, 2025**, to avoid surcharges.

### Installation:

Exhibitors may begin setting up their booths on:  
Wednesday May 14, 2025

8:00AM – 2:00PM

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

### Show Hours:

Wednesday May 14, 2025  
Thursday May 15, 2025

5:00PM – 7:00PM  
8:00AM – 4:00PM

### Dismantling:

Exhibitors must dismantle their booths on:  
Thursday May 15, 2025

4:00PM – 9:00PM

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

**\*All freight carriers must check in with Paramount Convention Services by 7:00PM, Thursday, May 15, 2025 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](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



# 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 <a href="http://paramountcs.com">paramountcs.com</a> .*
	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	Association of Children's Museums Emily Miranker – <a href="mailto:emily.miranker@childrensmuseums.org">emily.miranker@childrensmuseums.org</a>	
Booth Cleaning/ Carpet/Floral/ Furniture	Paramount Convention Services Katie Shashack - 314-621-6677 <a href="mailto:katie@paramountcs.com">katie@paramountcs.com</a> ONLINE ORDERING: <a href="http://www.paramountcs.com/exhibitorservices">www.paramountcs.com/exhibitorservices</a>	Wednesday, April 30, 2025
Electric/ Internet	ASM Global 505-388-8481 <a href="mailto:eorders@albuquerquecc.com">eorders@albuquerquecc.com</a>	
Audio Visual	Alliance Audio Visual 505-768-4592 <a href="mailto:albuquerquecc@allianceav.com">albuquerquecc@allianceav.com</a>	



# Credit Card Authorization/Payment Policies

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

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

**Email form to: [katie@paramountcs.com](mailto:katie@paramountcs.com)**

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

**ALL SERVICES**

**RENTAL FURNITURE/CARPET/ACCESSORIES**

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

**EXHIBIT LABOR**

**BOOTH CLEANING**

**SIGNAGE**

**FLORAL**

**OTHER \_\_\_\_\_**

### THIRD PARTY COMPANY INFORMATION

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

**Third Party Company Name:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_

**Third Party Billing Address:** \_\_\_\_\_

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

**Phone:** \_\_\_\_\_ **Ext.:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Contact's E-Mail:** \_\_\_\_\_

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

### MATERIAL HANDLING INFORMATION

We, the Third Party, agree to pay for the material handling charges for the below shipments.

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

**SIGNATURE:** \_\_\_\_\_

**Warehouse**      **Show Site (circle one)**

**Carrier:** \_\_\_\_\_ **# of Pieces:** \_\_\_\_\_ **Estimated Weight:** \_\_\_\_\_

**Contents of Shipment:** \_\_\_\_\_

**Warehouse**      **Show Site (circle one)**

**Carrier:** \_\_\_\_\_ **# of Pieces:** \_\_\_\_\_ **Estimated Weight:** \_\_\_\_\_

**Contents of Shipment:** \_\_\_\_\_

**Warehouse**      **Show Site (circle one)**

**Carrier:** \_\_\_\_\_ **# of Pieces:** \_\_\_\_\_ **Estimated Weight:** \_\_\_\_\_

**Contents of Shipment:** \_\_\_\_\_

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

**Third Party Authorization**



# 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
(1002)	___	Black Vinyl Padded Side Chair	\$131.00	\$170.00
(1004)	___	Gray Upholstered Arm Chair	\$143.00	\$186.00
(1005)	___	Black Secretarial Chair on Casters	\$136.00	\$177.00
(1007)	___	Gray Upholstered High Stool	\$208.00	\$270.00
(1010)	___	Black Mid Back Leather Sled Chair	\$234.00	\$304.00
(1011)	___	Black High Back Executive Chair on Casters	\$234.00	\$304.00

## Miscellaneous Equipment

Code	QTY	Description	Discount	Standard
(1399)	___	Metal Wastebasket	\$53.00	\$69.00
(1400)	___	Wastebasket	\$47.00	\$61.00
(1401)	___	Tripod Easel	\$72.00	\$94.00
(1402)	___	Bag Holder	\$142.00	\$185.00
(1403)	___	Literature Rack (5 pocket)	\$142.00	\$185.00
(1404)	___	Stanchion (Tensa Barriers)	\$47.00	\$61.00

## Special Drape

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

Code	QTY	Description	Discount	Standard
(1200)	___	3' H Side Rails per ft	\$19.00	\$25.00
(1201)	___	8' H Background per ft	\$35.00	\$46.00

\*\*\*6 FOOT MINIMUM ORDER\*\*\*

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

SUBTOTAL \$ \_\_\_\_\_  
Tax: 7.625% \_\_\_\_\_  
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.

# 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	\$228.00	\$296.00
(1101)	___	42" Counter High	\$261.00	\$339.00
(1102)	___	6' Table-30" High	\$261.00	\$339.00
(1103)	___	42" Counter High	\$287.00	\$373.00
(1104)	___	8' Table-30" High	\$299.00	\$389.00
(1105)	___	42" Counter High	\$326.00	\$424.00

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	\$169.00	\$220.00
(1107)	___	42" Counter High	\$195.00	\$254.00
(1108)	___	6' Table 30" High	\$195.00	\$254.00
(1109)	___	42" Counter High	\$234.00	\$304.00
(1110)	___	8' Table 30" High	\$234.00	\$304.00
(1111)	___	42" Counter High	\$274.00	\$356.00

## 4th Side Drape

Code	QTY	Draping	Discount	Standard
(1112)	___	4th Side Drape- 30" Tall	\$77.00	\$100.00
(1113)	___	4th Side Drape 42" Tall	\$83.00	\$108.00

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"	\$234.00	\$304.00
(1116)	___	42" High 30" Wide	\$234.00	\$304.00

## Table Top Risers

Code	QTY	Risers	Discount	Standard
(1118)	___	6' long table riser	\$88.00	\$114.00
(1119)	___	8' long table riser	\$112.00	\$146.00

SUBTOTAL \$ \_\_\_\_\_  
Tax: 7.625% \_\_\_\_\_  
TOTAL \$ \_\_\_\_\_

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

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

Online ordering: [www.paramountcs.com/exhibitorservices](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'	\$295.00	\$384.00
_____ 10' x 20'	\$592.00	\$770.00
_____ 10' x 30'	\$887.00	\$1153.00

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.	\$4.73 per sq. ft.	\$6.15 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.	\$6.48 per sq. ft.	\$8.42 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.	\$3.27 per sq. ft.	\$4.25 per sq. ft.
Visqueen _____ ' x _____ ' = _____ Sq. ft.	\$1.57 per sq. ft.	\$2.04 per sq. ft.

SUBTOTAL \$ \_\_\_\_\_  
Tax: 7.625% \_\_\_\_\_  
TOTAL \$ \_\_\_\_\_

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

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

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# Carpet Rental



# Specialty Furniture Rental

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## Specialty Furniture

Code	QTY	Description	Discount	Standard
(1500)	_____	Desk Lamp	\$72.00	\$94.00
(1501)	_____	Table Lamp	\$95.00	\$124.00
(1502)	_____	Floor Lamp	\$119.00	\$155.00
(1503)	_____	End Table	\$142.00	\$185.00
(1504)	_____	Coffee Table	\$178.00	\$231.00
(1505)	_____	Coat Rack on wheels with 25 Hangers	\$83.00	\$108.00
(1506)	_____	2 Drawer Locking File Cabinet	\$100.00	\$130.00
(1507)	_____	2 Door Locking Cabinet (6' Tall)	\$142.00	\$185.00
(1508)	_____	Sofa - Black	\$651.00	\$846.00
(1509)	_____	Lounge Chair - Black	\$461.00	\$599.00
(1510)	_____	30" Tall Refrigerator	\$295.00	\$384.00
(1511)	_____	Raffle Drum	\$119.00	\$155.00
(1512)	_____	Plastic Fish Bowl	\$65.00	\$85.00
(1530)	_____	6' Glass Display Case	\$711.00	\$924.00
(1533)	_____	Cell Phone/Tablets Charging Unit	\$1210.00	\$1573.00

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

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

SUBTOTAL \$ \_\_\_\_\_  
Tax: 7.625% \_\_\_\_\_  
TOTAL \$ \_\_\_\_\_

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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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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:** \_\_\_\_\_

Standard panel color is black or talk to your sales representative about custom graphics

Other colors available at an additional \$35.00 per panel ☐ Blue ☐ White ☐ Red

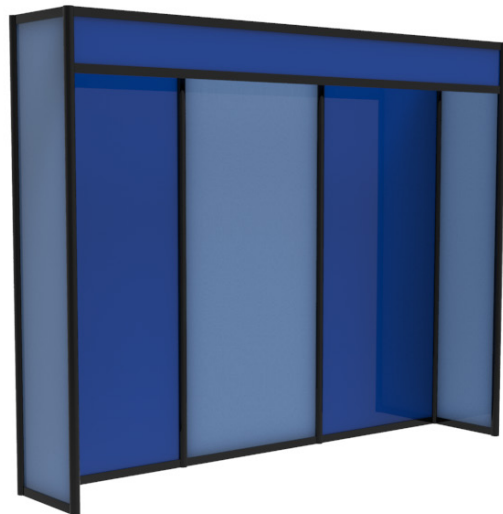
### RENTAL UNIT 1

10' unit is a simple way to add a backdrop to your booth space and attract attendees.

**\$880.00**

Include your own custom backwall graphics

**\$1815.00**



### RENTAL UNIT 2

10' x 10' unit adds depth to your booth space with an extended counter for better visibility

**\$1650.00**

Include your own custom backwall and counter graphics

**\$2640.00**





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:** \_\_\_\_\_

Standard panel color is black or talk to your sales representative about custom graphics

Other colors available at an additional \$35.00 per panel ☐ Blue ☐ White ☐ Red

### RENTAL UNIT 3

10' x 20' booth provides a wide open selling area. The spacious storage closet provides a place to keep extra materials.

**\$2200.00**

Include your own custom backwall and counter graphics

**\$4180.00**





## Accessories Rental

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### Counters

Code	QTY	Description	Discount	Standard
(2500)	_____	1 Meter x ½ Meter	\$354.00	\$460.00
(2501)	_____	2 Meters x ½ Meter	\$406.00	\$528.00
(2502)	_____	1 Meter Radius x ½ Meter	\$473.00	\$615.00

**\*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	\$226.00	\$294.00
(2401)	_____	Poster Board 4' x 8' Horizontal	\$226.00	\$294.00
(2402)	_____	Slat Wall (Black) 38 x 92 single sided	\$266.00	\$346.00
(2404)	_____	Grid Wall 2 x 8	\$95.00	\$124.00

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

### Shelves/Gondolas

Code	QTY	Description	Discount	Standard
(2300)	_____	One Sided Free Standing Gondola	\$266.00	\$346.00
(2301)	_____	Double Sided Free Standing Gondola	\$318.00	\$413.00
(2302)	_____	1 Meter Straight Shelf (for use w/rental unit only)	\$88.00	\$114.00
(2303)	_____	1 Meter Angled Shelf (for use w/rental unit only)	\$88.00	\$114.00
(2405)	_____	(4) 8" Slat Wall Hooks	\$12.00	\$16.00
(2406)	_____	(4) 8" Grid Wall Hooks	\$12.00	\$16.00

### Light Fixtures

Code	QTY	Description	Discount	Standard
(2600)	_____	Stem Light (for use w/rental unit only)	\$95.00	\$124.00
(2601)	_____	Track Light (4 Feet)	\$255.00	\$332.00

SUBTOTAL \$ \_\_\_\_\_  
Tax: 7.625% \_\_\_\_\_  
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



Priority Empty Return  
& Accessible Storage  
InterActivity 2025  
Albuquerque Convention Center  
Albuquerque, NM  
May 14-15, 2025

Discount Deadline  
Wednesday, April 30, 2025

All orders MUST have a credit card on file.

Priority Empty Container Return

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

Priority Empty Container Return .....\$125.00 per Container  
Estimated Number of Pieces.....

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

Accessible Storage

A storage area will be available for exhibitor's samples and literature in the facility. Depending on space available in the facility, these items may be stored on trailers in the loading dock area. Paramount employees will be available to access storage items during show hours, one hour prior to show opening, and one half hour after show closing each day. All material in storage on the last day of the show will be returned to their designated booth space at the close of the show. Due to fire regulations and for security purposes, NO LARGE DELIVERIES CAN BE MADE DURING SHOW HOURS. Show management reserves the right to stop deliveries at any time during the show hours, so please schedule deliveries prior to show opening. Storage space may be limited.  
Orders MUST be received by the deadline date to guarantee storage space. The charge for storage space is as follows:  
**Accessible Storage (3002):** \$100.00 base charge per piece plus one hour (minimum) labor charge per delivery.

**Labor Rates:**  
Straight Time: (one hour minimum per man) ..... \$113.00  
8:00 a.m. – 4:30 p.m. Monday – Friday  
Overtime: (one hour minimum per man) ..... \$160.00  
4:30 p.m. - 6:30 p.m., – 6:00 a.m. – 8:00 a.m. Monday-Friday and 8:00 a.m. – 6:30 p.m. on Saturday.  
Double Time: (one hour minimum per man) ..... \$212.00  
6:30 p.m. – 6:00 a.m. Monday – Friday, 6:30 p.m. – 8:00a.m. on Saturday and all day Sunday and Holidays.

YES, I wish to reserve space for accessible storage, I plan on storing \_\_\_\_\_ pallets/boxes/crates/cases.  
(# of pieces) (circle one)  
To have items placed in or removed from accessible storage, please notify the Paramount Service Desk.

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

No refunds will be given for services that are not utilized.  
Cancellation policy: Items or services cancelled less than 48 hours prior to first day of move in  
will be charged 50% of original price and 100% of original price after delivery.

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

Priority Empty Return/Accessible Storage





# GLOSSARY OF SHIPPING TERMS

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

**Air Freight:** Materials transported by an air freight company.

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

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

**Consignee:** Receiver of shipped goods.

**Consignor:** Shipper of goods

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

**Cwt:** Hundredweight (100 lbs.)

**Dock:** Area where goods are received and shipped.

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

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

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

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

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

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

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

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

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

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

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

**Net Weight:** Weight of goods without the shipping container.

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

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

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

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

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

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

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

**Shipper:** Individual or company whose goods are being shipped.

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

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

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

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

## Shipping Information

InterActivity 2025  
Albuquerque Convention Center  
Albuquerque, NM  
May 14-15, 2025

Advance Receiving Deadline  
Wednesday, May 7, 2025

**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  
4800 Lincoln Rd NE  
Albuquerque, NM 87109  
For: InterActivity 2025

### ADVANCE RECEIVING DEADLINE:

Wednesday, May 7, 2025

**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: 05/12/25**

### 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  
Albuquerque Convention Center  
Ballrooms ABC  
401 2nd St NW  
Albuquerque, NM 87102  
For: InterActivity 2025

**FOR DELIVERY DURING INSTALLATION TIMES AND DATES ONLY. ALL OTHER DELIVERIES WILL BE REFUSED. SHIPMENTS ARRIVING OUTSIDE THE DESIGNATED TIMES OR LABELED INCORRECTLY WILL BE SUBJECT TO A 25% SURCHARGE AND ANY FACILITY CHARGES THAT MAY APPLY.**

**All shipments will receive a material handling charge that will be charged to the credit card on file.**

**This rate is in this service kit and online under material handling.**

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

## OUTBOUND SHIPPING

Please note that any freight being shipped at the close of the show can be handled through our convention carrier, ABF. **If you wish to use another carrier, you must notify them 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

InterActivity 2025  
Albuquerque Convention Center  
Albuquerque, NM  
May 14-15, 2025

Advance Receiving Deadline  
Wednesday, May 7, 2025

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

## Advance Receiving at Warehouse:

**MUST BE RECEIVED BY: Wednesday, May 7, 2025**

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	\$144.00 per CWT	\$
Shipments received at the warehouse between 05/08/25 – 05/12/25 then handled in and out of booth on Straight Time / Over Time	Lbs/100	CWT	\$180.00 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 on Straight Time / Over Time	Lbs/100	CWT	\$152.00 per CWT	\$
Shipments received at the warehouse between 05/08/25 – 05/12/25 <b>WITHOUT</b> a bill of lading on Straight Time / Over Time	Lbs/100	CWT	\$190.00 per CWT	

**\*ABSOLUTELY NO SHIPMENTS ACCEPTED AT WAREHOUSE AFTER: 05/12/25**

## 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	\$152.00 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 on Straight Time / Over Time	Lbs/100	CWT	\$161.00 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](http://www.paramountcs.com/exhibitorservices)**



## Additional Services

InterActivity 2025  
Albuquerque Convention Center  
Albuquerque, NM  
May 14-15, 2025

Advance Receiving Deadline  
Wednesday, May 7, 2025

**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>	<b>Doubletime</b>
<b><u>Forklift with Operator</u></b>	\$175.00 per hr. (One-hour minimum)	\$220.00 per hr. (Up to 4,000 lbs. Capacity)	\$300.00 per hr.
<b><u>Material Handler</u></b>	\$113.00 per hr. (One hour minimum)	\$160.00 per hr.	\$212.00 per 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

ABF FIRST DAY RECEIVING: Monday, April 14, 2025

ABF WAREHOUSE RECEIVING DEADLINE: Wednesday, May 7, 2025

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

LAST DAY SHIPMENTS RECEIVED AT WAREHOUSE: 05/12/25

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

(Name of Exhibiting Company)

c/o: Paramount Convention Services

ABF

4800 Lincoln Rd NE

Albuquerque, NM 87109

# WAREHOUSE

EVENT: InterActivity 2025

BOOTH # \_\_\_\_\_

NUMBER \_\_\_\_\_ OF \_\_\_\_\_ PCS

CARRIER: \_\_\_\_\_

# Paramount Convention Services

# R U S H

## DO NOT DELAY

ABF FIRST DAY RECEIVING: Monday, April 14, 2025

ABF WAREHOUSE RECEIVING DEADLINE: Wednesday, May 7, 2025

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

LAST DAY SHIPMENTS RECEIVED AT WAREHOUSE: 05/12/25

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

(Name of Exhibiting Company)

c/o: Paramount Convention Services

ABF

4800 Lincoln Rd NE

Albuquerque, NM 87109

# WAREHOUSE

EVENT: InterActivity 2025

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 – Wed, May 14, 2025**

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

(Name of Exhibiting Company)

c/o Paramount Convention Services  
Albuquerque Convention Center  
Ballrooms ABC  
401 2nd St NW  
Albuquerque, NM 87102  
For: InterActivity 2025

# SHOWSITE

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

# Paramount Convention Services

# R U S H

*DO NOT DELAY*

**CANNOT ARRIVE UNTIL - Wed, May 14, 2025**

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

(Name of Exhibiting Company)

c/o Paramount Convention Services  
Albuquerque Convention Center  
Ballrooms ABC  
401 2nd St NW  
Albuquerque, NM 87102  
For: InterActivity 2025

# 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:

☐ ABF (Show Carrier)

☐ 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](http://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 7:00PM, Thursday, May 15, 2025 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:**

InterActivity 2025 Albuquerque Convention Center - Ballrooms ABC  
401 2nd St NW Albuquerque, NM 87102

# Outbound Shipping Procedures





# **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

InterActivity 2025

Albuquerque Convention Center

Albuquerque, NM

May 14-15, 2025

Discount Deadline

Wednesday, April 30, 2025

All orders MUST have a credit card on file.

## Exhibit Straight Labor Request:

### Straight Time: (One hour minimum per man)

8:00 a.m. – 4:30 p.m. Monday through Friday

### Overtime: (One hour minimum per man)

4:30 p.m. - 6:30 p.m., 6:00 a.m. – 8:00 a.m. Monday-Friday and 8:00 a.m. – 6:30 p.m. on Saturday.

### Doubletime: (One hour minimum per man)

6:30 p.m. – 6:00 a.m. Monday – Friday, 6:30 p.m. - 8:00 a.m. on Saturday and all day Sunday and Holidays

Discount

\$113.00

Standard

\$147.00

\$160.00

\$208.00

\$212.00

\$276.00

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

InterActivity 2025  
Albuquerque Convention Center  
Albuquerque, NM  
May 14-15, 2025

Discount Deadline  
Wednesday, April 30, 2025

**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

InterActivity 2025  
Albuquerque Convention Center  
Albuquerque, NM  
May 14-15, 2025

DUE DATE: Wednesday, April 30, 2025

Intent To Use Non-Official Contractor

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

- 1. Exhibitors who choose to use a Non-Official Contractor must complete and sign this form. It must be received by Paramount Convention Services no later than Wednesday, April 30, 2025. 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 **Wednesday, April 30, 2025.**  
  
No extensions or exceptions will be granted after the published deadline. Please note that Certificate must list Paramount Convention Services, InterActivity 2025, Albuquerque Convention Center and employees of each company as additionally insured.  
\*See rules and regulations forms.
- 3. Failure to provide Paramount Convention Services with the above items, 1 and 2, will result in said firms required to hire installation and dismantle labor from Paramount. Non-Official Contractors will be able to provide supervision only.

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

NOTIFICATION DEADLINE: Wed, April 30, 2025

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 \_\_\_\_\_





# Non-Official Contractors' Rules and Regulations

InterActivity 2025

Albuquerque Convention Center

Albuquerque, NM

May 14-15, 2025

DUE DATE: **Wednesday, April 30, 2025**

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 (Wednesday, April 30, 2025). For your convenience, you may fax the form to (314) 621-6416.**

Liability "Certificate of Insurance" form which names Paramount Convention Services, Inc., InterActivity 2025, Albuquerque Convention Center, and employees of each company as additionally insured for each Non-Official Contractor firm being utilized.

(\*Note: The exhibitor-appointed contractor must maintain at least \$1 million in Employer's Liability, General Liability, Automobile Liability and Worker's Compensation as required in the state the exposition is located.)

IF BOTH THE "INTENT TO USE NON-OFFICIAL CONTRACTORS" FORM AND THEIR "CERTIFICATE OF INSURANCE" ARE NOT SUPPLIED TO PARAMOUNT BY THE DUE DATE LISTED IN THE HEADING ON THIS PAGE (Wednesday, April 30, 2025), 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

InterActivity 2025  
Albuquerque Convention Center  
Albuquerque, NM  
May 14-15, 2025

Discount Deadline  
Wednesday, April 30, 2025

**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.	\$.70 sq.ft. per day	\$.91 sq.ft. per day
(4500) ___ ONCE – Vacuum and empty wastebaskets ONCE before initial opening of exhibit.	\$.91 per sq. ft.	\$1.18 per sq. ft.

### Exclusive Service:

(4502) \_\_\_ Exclusive janitor or porter service (4-hour minimum per day).  
Per hour: straight time: \$113.00 over time: \$160.00 double time: \$ 212.00

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](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

InterActivity 2025  
Albuquerque Convention Center  
Albuquerque, NM  
May 14-15, 2025

Discount Deadline  
Wednesday, April 30, 2025

**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"	\$47.00	\$61.00
(5001)	_____	11" x 14"	\$53.00	\$69.00
(5002)	_____	7" x 44"	\$57.00	\$74.00
(5003)	_____	14" x 22"	\$59.00	\$77.00
(5004)	_____	22" x 28"	\$83.00	\$108.00
(5005)	_____	28" x 44"	\$119.00	\$131.00
(5006)	_____	40" x 60"	\$186.00	\$205.00
(5007)	_____	38 1/8" x 92 1/8"	\$281.00	\$309.00

#### 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 \$** \_\_\_\_\_  
7.625% \_\_\_\_\_  
**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**



# ***UNION JURISDICTION RULES***

---

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

## **Decorator & Carpenter Jurisdiction**

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

## **Teamster Jurisdiction**

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

Thank you!

# 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.

# FREIGHT REGULATIONS

Please be aware that the following rules and regulations will be in effect for InterActivity 2025 at the Albuquerque Convention Center in Albuquerque, NM.

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.







Event Contract # \_\_\_\_\_  
 2024  
 Electrical Service Order Form

(Office Use Only)

Mail to:

ASM Global - Albuquerque Convention Center  
 Attention: Finance Division  
 401 2nd Street NW  
 Albuquerque, NM 87102  
 Phone: (505) 388-8481 E-mail: eorders@albuquerquecc.com



Standard Electrical Drops				
Quantity	Description	5 day Advance Rate	Floor Rate	Amount (Quantity x Rate)
<b>Single Phase 120V</b>				
	up to 20 Amps Single Phase 120V	\$ 125.00	\$ 143.00	
<b>Single Phase 208V</b>				
	20 Amps Single Phase 208V	\$ 121.00	\$ 216.00	
	30 Amps Single Phase 208V	\$ 243.00	\$ 276.00	
	40 Amps Single Phase 208V	\$ 301.00	\$ 334.00	
	50 Amps Single Phase 208V	\$ 360.00	\$ 393.00	
	60 Amps Single Phase 208V	\$ 419.00	\$ 453.00	
	70 Amps Single Phase 208V	\$ 476.00	\$ 509.00	
	100 Amps Single Phase 208V	\$ 653.00	\$ 686.00	
<b>Triple Phase 208V</b>				
	20 Amps Three Phase 208V	\$ 243.00	\$ 364.00	
	30 Amps Three Phase 208V	\$ 331.00	\$ 452.00	
	40 Amps Three Phase 208V	\$ 419.00	\$ 541.00	
	50 Amps Three Phase 208V	\$ 508.00	\$ 629.00	
	60 Amps Three Phase 208V	\$ 596.00	\$ 717.00	
	70 Amps Three Phase 208V	\$ 684.00	\$ 979.00	
	100 Amps Three Phase 208V	\$ 947.00	\$ 989.00	
<b>Rental Items</b>				
Quantity	Description	Price		Amount
	Extension Cords	\$ 20.00		
	Power Strip (15 Amp)	\$ 20.00		
<b>Custom Electrical Work</b>				
Quantity	Description	Hourly Rate		Amount
	On Floor Electrician	\$ 53.00		
	Evening/Weekend/Holiday	\$ 80.00		
		<b>Total</b>		
		<b>Tax @ 7.625%</b>		
		<b>Total Due</b>		

\*Custom electrical setups, other than those listed above, are billed in 1/2 hour increments.

\*PAYMENT IN FULL MUST BE RENDERED BEFORE SERVICE IS CONNECTED

Form of Payment:

An invoice will be sent through authorize.net upon receipt of order form

Please type or print legibly

Date of Order: \_\_\_\_\_  
 Name of Event: \_\_\_\_\_  
 Date of Event: \_\_\_\_\_  
 Booth #: \_\_\_\_\_  
 Exhibit Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

### Special Instructions

Comment: \_\_\_\_\_

Service will be brought to the rear of the booth in the convenient manner, unless otherwise indicated below.

Rear

L  
e  
f  
t

R  
i  
g  
h  
t

Aisle

NEMA Configuration: \_\_\_\_\_

Direct Connection Wire Required: ☐ Yes ☐ No

Type: ☐ 3 Wire ☐ 4 Wire ☐ 5 Wire

Three Phase 480V service available.

Call (505) 228-0838 for custom electrical setup quote

Under no circumstances shall anyone other than the "House Electrician" make electrical connections to the facility's Electrical system.

Convention Center Staff are only responsible for primary power.

Refunds/Claims will not be considered unless filed by exhibitor prior to start of show.

All Exhibitor supplied extension cords must be UL rated and meet facility standards.



Event Contract # \_\_\_\_\_

2024

(Office Use Only)

## Internet Service Order Form

Mail to:

ASM Global - Albuquerque Convention Center

Attention: Finance Division

401 2nd Street NW

Albuquerque, NM 87102

Phone: (505)388-8481

E-mail: eorders@albuquerquecc.com

TRAINED IN  
COVID-SAFE  
PRACTICES

## Internet Services

Quantity	Description	5 day Advance Rate	Floor Rate	Amount (Quantity x Rate)
<b>Internet Access Hard Line (comes with one Cat 5/6 RJ45 connection)</b>				
	Limited - 10mbps, shared	\$ 200.00	\$ 250.00	
	Basic - 100mbps, shared	\$ 350.00	\$ 400.00	
	Premium - 100mbps, dedicated	\$ 500.00	\$ 550.00	
<b>Add-ons</b>				
	Network Hub with 4 ports	\$ 75.00	\$ 100.00	
	Wireless Access Point	\$ 100.00	\$ 120.00	
	Static IP	\$ 110.00	\$ 150.00	
	VoIP Handset with phone number	\$ 100.00	\$ 100.00	
	Network Cable w/RJ45 (per foot)	\$ 1.00	\$ 1.50	
	Extension Cords	\$ 20.00	\$ 20.00	
	Power strip	\$ 20.00	\$ 20.00	
<b>Custom Setup</b>				
	Network Configuration -Per half-hour	\$ 50.00	\$ 75.00	
	Move Internet Connection Location		\$ 50.00	
	Move Wirelss Access Point		\$ 50.00	
<b>Total</b>				
<b>Tax @ 7.625%</b>				
<b>Total Due</b>				

Please type or print legibly

Date of Order:	
Name of Event:	
Date of Event:	
Booth #:	
Exhibit Name:	
Contact Name:	
Phone Number:	
E-mail:	

## Special Instructions

Comment:
Service will be brought to the rear of the booth in the convenient manner, unless otherwise indicated below.
<div style="display: flex; align-items: center; justify-content: space-between;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">L e f t</div> <div style="border: 1px solid black; width: 200px; height: 100px; position: relative;"> <div style="position: absolute; top: 0; right: 0;">R i g h t</div> </div> </div> <p style="text-align: center;">Rear</p> <p style="text-align: center;">Aisle</p>

## Notes:

\*Internet Limited and Basic are shared dynamic environments, manged routers and switches are not allowed.

\*\*Internet Premium is a dedicated environment and may be used to create a private network.

\*\*\* Number of Wireless Access Points required is based on size of room, number of connections to the access point and type of use per connection.

Under no circumstances shall anyone other than the "House Technician" make connections to the facility's system.

Refunds/Claims will not be considered unless filed by exhibitor prior to start of show.

\*PAYMENT IN FULL MUST BE RENDERED BEFORE SERVICE IS CONNECTED

## Form of Payment:

An Invoice will be sent through authorize.net upon receipt of order form.





Event Contract # \_\_\_\_\_

2024

## Utility Service Order Form

(Office Use Only)

Mail to:

ASM Global - Albuquerque Convention Center

Attention: Finance Division

401 2nd Street NW

Albuquerque, NM 87102

Phone: (505)388-8481 E-mail: eorders@albuquerquecc.com



## Utility Services

Quantity	Description	5 day Advance Rate	Floor Rate	Amount (Quantity x Rate)
<b>COMPRESSED AIR CONNECTION (up to 100 psi) up to 1/2" service outlet</b>				
Compressed Air Availability is Minimal in West Complex				
	Initial Service Connection	\$ 225.00	\$ 283.00	
	Each Additional Service Connection	\$ 133.00	\$ 167.00	
<b>Water Connections (supplied at City pressure) up to 1/2" service outlet</b>				
	Initial Service Connection	\$ 211.00	\$ 269.00	
	Each Additional Service Connection	\$ 109.00	\$ 145.00	
<b>Fill &amp; Drain</b>				
	Fill & Drain 1 to 100 gallons	\$ 109.00	\$ 145.00	
	Fill & Drain 101 to 250 gallons	\$ 221.00	\$ 276.00	
	Fill & Drain 251 to 500 gallons	\$ 436.00	\$ 545.00	
	Location of Drain _____			
<b>Gas Connection* (normal utility pressure) 1/2" service outlet (service limited)</b>				
	Initial Usage Fee	\$ 276.00	\$ 334.00	
	Each Additional Service Connection	\$ 123.00	\$ 160.00	
<b>Custom Setup</b>				
Quantity	Description	Hourly Rate		Amount
	On Floor Electrician	\$ 53.00		
	Evening/Weekend/Holiday	\$ 80.00		
*Custom electrical setups, other than those listed above, are billed in 1/2 hour increments.		Total		
		Tax @ 7.625%		
		Total Due		

\*PAYMENT IN FULL MUST BE RENDERED BEFORE SERVICE IS CONNECTED

Form of Payment:

An Invoice will be sent though authorize.net upon receipt of order form.

## Please type or print legibly

Date of Order:	
Name of Event:	
Date of Event:	
Booth #:	
Exhibit Name:	
Contact Name:	
Phone Number:	
E-mail:	

## Special Instructions

Comment:
Service will be brought to the rear of the booth in the convenient manner, unless otherwise indicated below.
<div style="display: flex; justify-content: space-between;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">Left</div> <div style="border: 1px solid black; width: 80%; height: 100px; position: relative;"> <div style="position: absolute; top: 0; right: 0;">Rear</div> <div style="position: absolute; bottom: 0; right: 0;">Aisle</div> </div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">Right</div> </div>

Call (505) 228-0838 for custom electrical setup quote

Under no circumstances shall anyone other than the "House Technician" make connections to the facility's utility system.

Refunds/Claims will not be considered unless filed by exhibitor prior to start of show.

# AUDIO VISUAL SERVICES @ THE ALBUQUERQUE CONVENTION CENTER

## **Audio Visual Packages:**

### **LCD PROJECTOR PACKAGE: \$425**

Includes 5000 lumen HD LCD projector, skirted tripod screen up to 8', skirted AV cart, HDMI signal extender, extension cord and power strip

### **PROJECTION SCREEN SUPPORT PACKAGE: \$100 / \$135**

Includes skirted tripod screen up to 8'/10' pole & saddle screen, skirted AV cart, extension cord, and power strip

### **WIRELESS MICROPHONE PACKAGE: \$235**

Includes wireless lavalier or handheld microphone, 4 channel audio mixer and meeting room house sound patch

### **SOUND SYSTEM PACKAGE I/II/III: \$150/\$250/\$350**

(supports up to 50 ppl/150 ppl/300 ppl)

Includes powered speakers, up to 6 channel audio mixer, podium microphone, cabling

### **KIVA AUDITORIUM SOUND SYSTEM PACKAGE: \$650**

Includes center/side fill speaker cluster, (3) delay speaker clusters, podium microphone, up to 16 channel audio console

### **KIVA AUDITORIUM STAGE LIGHTING PACKAGE: \$650**

Includes leko/parcan stage wash, cyclorama curtain lighting, basic focus with up to 3 specials, lighting console and dimming control

### **KIVA AUDITORIUM DUAL PROJECTION VIDEO PACKAGE: \$2250**

Includes (2) 10'x18' mounted screens, (2) mounted 12k HD DLP projectors, SDI distribution/cabling to front of house tech position

*The items listed on this pricelist reflect our most commonly requested equipment. AAV has an extensive inventory of additional equipment available upon request. If you need something that is not listed please give let us know so that we can address your needs.*

*All equipment orders are subject to service charges for installation and setup. Additional labor charges will apply to more complex requirements at the hourly labor rates stated below. All equipment will be setup one hour prior to start time if your meeting space is available. Five hour minimum on all labor rates.*

### **Labor Rates:**

TECHNICIAN RATES: Starting at \$60/hr (5 Hour Minimum)

Rigging Labor: Call

*\*Overtime rates will apply for call times in excess of 10 hours.*

### **Contact Us:**

Alliance Audio Visual is the in-house audio visual provider at the Albuquerque Convention Center. For all of your audio visual needs please call us at 505.768.4592 or email us at [albuquerquecc@allianceav.com](mailto:albuquerquecc@allianceav.com)

## **A La Carte Pricing:**

### **VIDEO EQUIPMENT:**

50"/60" LCD Monitor w/skirted AV cart	\$225/\$350
Bluray Player	\$60
HD Camera w/Tripod & SDHC Cards	\$350
HD Broadcast Camera w/CCU & 42x Lens	CALL

### **AUDIO EQUIPMENT:**

4 Channel Audio Mixer	\$40
8 Channel Digital Audio Mixer	\$100
16 Channel Digital Audio Mixer	\$150
32 Channel Digital Audio Mixer	\$300
Computer Audio Patch Cable	\$25
Digital Audio Recorder w/SD Card	\$60
Line Array Speaker Systems	CALL

### **MICROPHONES:**

Slimline Podium/Tabletop Microphone	\$50
UHF Wireless Handheld/Lavalier Microphone	\$125
Countryman Headset Mic (requires wireless lavalier microphone)	\$30

### **PRESENTATION EQUIPMENT:**

LCD Projector - 4000 lumens	\$350
LCD Projector - 6000 lumens (HD)	\$600
LCD Projector - 8200 lumens (HD)	\$900
PC Laptop w/MS Office Suite	\$150
Seamless Video Scaler/Switcher	\$300
Perfect Cue Wireless Presenter	\$75

### **PROJECTION SCREENS/DRAPE:**

Tripod Screen - up to 8' (16:9 or 4:3)	\$60
10' Pole & Saddle Screen (16:9 or 4:3)	\$100
6.75'x12' Modular Screen w/Dress Kit (16:9)	\$275
9'x16' Modular Screen w/Dress Kit (16:9)	\$350
Pipe & Drape - Black Velour 16' Height	\$15/ft

### **PRESENTATION ACCESSORIES:**

Flipchart w/Pad, Markers	\$50
4'x6' Whiteboard	\$60
4'x8' Poster Display Board (Dual Sided)	\$75
Speaker Timer w/Podium Light	\$75
Podiums (Various - Truss/Acrylic/Digital)	CALL

### **Rental Terms:**

All rental rates are per room, per day. All audio visual equipment/services are subject to sales tax and service charges (\$75 minimum) for installation & setup. Additional labor charges will apply to complex requirements. All equipment will be setup one hour prior to start time if meeting space is available. Five hour minimum on all labor rates. Alliance AV will provide a customized rental proposal for your event with itemized pricing for audio visual services. Package pricing may be available upon request. All pricing is subject to change without notice. (8/22 NMAALCC)