



SIMA

June 18-20, 2025

DeVos Place

Grand Rapids, MI

Exhibitor Service Kit

Exhibitor Show Information

SIMA
DeVos Place
Grand Rapids, MI
June 19-20, 2025

Discount Deadline
Monday, June 2, 2025

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

Booth Conduct: All activities must be carried on in Exhibitor's contracted exhibit space.

Booth Equipment:

Each (10'x10') Booth will be provided with 8' high back wall drape, 3' side dividers, and a booth identification sign showing the company name plus your choice of furnishing package – (1) 6' black skirted table, (2) padded side chairs, and (1) wastebasket or (1) highboy table, (1) high chair, and (1) wastebasket. See www.sima.org/ResourceCenter to learn how to make your selections.

The exhibit area is not carpeted. Show Colors: Royal Blue & White

Deadlines:

To receive discount prices, we must receive your order, along with a form of payment by **Monday, June 2, 2025**. If you are shipping to the advance receiving warehouse, your freight must be received by **Monday, June 9, 2025**, to avoid surcharges.

Installation:

EXHIBITOR INSTALL TIMES:

Are established based on size/location and listed on the Move-In map here:

<file:///S:/Show/2025%20Show%20KIts/SIMA-Grand%20Rapids,%20MI/move-in%20mahp.pdf>

All crates and empty boxes **MUST** be off the show floor by 4PM on Wednesday.

Show Hours:

Wednesday	June 18, 2025	6:00PM – 8:00PM
Thursday	June 19, 2025	11:45AM – 5:15PM
Friday	June 20, 2025	9:00AM – 12:00PM

Dismantling:

Exhibitors must dismantle their booths on:

Friday June 20, 2025 12:00PM - Midnight

This is a friendly reminder that per exhibitor terms and conditions, exhibitors may not tear down early. A penalty fee of \$250 will be assessed to any exhibitor that breaks down prior to Noon (time of floor closing) without written permission from Show Management (SIMA). Any exhibitor who incurs a breakdown fee will not be allowed to exhibit with SIMA for the following year until the \$250 USD penalty is paid in full.

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

***All freight carriers must check in with Paramount Convention Services by 10:00PM, Friday, June 20, 2025 or your freight will be re-consigned onto the show carrier.**

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

ONLINE ORDERING: www.paramountcs.com/exhibitorservices

REMINDER:

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

Show Information





Key Contact List and Discount Rate Deadlines

<u>Category</u>	<u>Company/Phone #/Contact Name</u>	<u>Discount Rate Date</u>
Association	Snow & Ice Management Association Heather Carew 262-236-9953 heather@sima.org COMPLIMENTARY ITEM SELECTIONS: http://www.sima.org/ResourceCenter	
Booth Cleaning/ Carpet/Floral/ Furniture	Paramount Convention Services Leigh Everett - 314-621-6677 leverett@paramountcs.com ONLINE ORDERING: www.paramountcs.com/exhibitorservices	Monday, June 2, 2025
Electric/Internet	DeVos Place Order online at the following link: https://www.devosplace.org/p/visit/exhibitor-forms Please contact Regan Weeks at 616-742-6582 or rweeks@smggr.com with any questions or concerns. **Note cost of services will increase if purchased day of event**	
Audio/Visual	BLUEWATER Technologies https://www.devosplace.org/p/visit/exhibitor-forms P: 616-742-6641 F: 616-742-6642 Please complete and return this form (2) weeks in advance to ensure your equipment reservation. Advance rate deadline: 10 days prior to event move-in day.	
Sign Hanging	Art Craft Display Inc. P: 616-791-8024 F: 616-791-8154 grandrapids@artcraftdisplay.com Advance Order Deadline: Fourteen (14) days prior to first move-in day.	

Credit Card Authorization/Payment Policies

SIMA
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Monday, June 2, 2025

All orders MUST have a credit card on file.

Payment Policy

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

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

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

Credit Card Authorization

MasterCard Visa Discover American Express

Expiration Date: _____

Credit Card #: _____

CVV #: _____

[THIS NUMBER IS REQUIRED TO PROCESS YOUR CARD.

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

Cardholders Signature: _____

Cardholders Name: _____

Cardholders Billing Address: _____

City, State, Zip: _____

Order Summary:

Furniture Rental	\$
Table Rental	\$
Carpet Rental	\$
Specialty Furniture	\$
Rental Unit	\$
Accessories	\$
Priority / Accessible Storage	\$
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.

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



Third Party Authorization

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

Online ordering: www.paramountcs.com/exhibitorservices

Email form to: leverett@paramountcs.com or katie@paramountcs.com

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

ALL SERVICES

RENTAL FURNITURE/CARPET/ACCESSORIES

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

EXHIBIT LABOR

BOOTH CLEANING

SIGNAGE

FLORAL

OTHER _____

THIRD PARTY COMPANY INFORMATION

Exhibiting Company Name: _____ Booth # _____

Third Party Company Name: _____ Contact Name: _____

Third Party Billing Address: _____

City, State, Zip: _____

Phone: _____ Ext.: _____ Fax: _____

Contact's E-Mail: _____

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

EXHIBITING COMPANY APPROVAL

Print Name: _____

Signature: _____

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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Chairs

Code	QTY	Description	Discount	Standard
(1002)	___	Black Vinyl Padded Side Chair	\$51.00	\$66.00
(1003)	___	Deluxe Gray Upholstered Padded Side Chair	\$112.00	\$146.00
(1004)	___	Gray Upholstered Arm Chair	\$79.00	\$103.00
(1005)	___	Black Secretarial Chair on Casters	\$67.00	\$87.00
(1007)	___	Gray Upholstered High Stool	\$91.00	\$119.00
(1010)	___	Black Mid Back Leather Sled Chair	\$109.00	\$142.00
(1011)	___	Black High Back Executive Chair on Casters	\$109.00	\$142.00

Miscellaneous Equipment

Code	QTY	Description	Discount	Standard
(1399)	___	Metal Wastebasket	\$29.00	\$37.00
(1400)	___	Wastebasket	\$19.00	\$24.00
(1401)	___	Tripod Easel	\$22.00	\$29.00
(1402)	___	Bag Holder	\$74.00	\$96.00
(1403)	___	Literature Rack (5 pocket)	\$99.00	\$129.00
(1404)	___	Stanchion (Tensa Barriers)	\$31.00	\$40.00

Special Drape

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

Code	QTY	Description	Discount	Standard
(1200)	___	3' H Side Rails per ft	\$7.00	\$9.00
(1201)	___	8' H Background per ft	\$13.00	\$17.00
(1405)	___	8' Upright and Base	\$26.00	\$34.00
(1408)	___	6'-10' Adjustable Crossbar	\$9.00	\$12.00

6 FOOT MINIMUM ORDER

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

SUBTOTAL \$ _____
Tax: 6.000% _____
TOTAL \$ _____

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Company Name: _____ Booth # _____

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

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Furniture Rental



Table Rental

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Skirted Tables

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

Code	QTY	Draped Tables	Discount	Standard
(1100)	___	4' Table-30" High	\$92.00	\$120.00
(1101)	___	42" Counter High	\$103.00	\$134.00
(1102)	___	6' Table-30" High	\$107.00	\$139.00
(1103)	___	42" Counter High	\$119.00	\$154.00
(1104)	___	8' Table-30" High	\$121.00	\$157.00
(1105)	___	42" Counter High	\$133.00	\$173.00

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	\$47.00	\$61.00
(1107)	___	42" Counter High	\$61.00	\$78.00
(1108)	___	6' Table 30" High	\$63.00	\$82.00
(1109)	___	42" Counter High	\$76.00	\$99.00
(1110)	___	8' Table 30" High	\$86.00	\$112.00
(1111)	___	42" Counter High	\$107.00	\$139.00

4th Side Drape

Code	QTY	Draping	Discount	Standard
(1112)	___	4 th Side Drape- 30" Tall	\$32.00	\$41.00
(1113)	___	4 th Side Drape 42" Tall	\$36.00	\$47.00

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"	\$116.00	\$150.00
(1116)	___	42" High 30" Wide	\$128.00	\$166.00

Table Top Risers

Code	QTY	Risers	Discount	Standard
(1118)	___	6' long table riser	\$44.00	\$57.00
(1119)	___	8' long table riser	\$54.00	\$70.00

SUBTOTAL \$ _____
Tax: 6.000% _____
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

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Table Rental



Carpet Rental/Exhibitor Carpet & Pad

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*** EXHIBITORS THAT BRING IN THEIR OWN CARPET/PAD, MUST REMOVE THE CARPET AND PAD AFTER THE SHOW IS OVER. IF NOT REMOVED YOU WILL BE CHARGED \$0.70 PER SQ.FT. DISPOSABLE FEE.**

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'	\$140.00	\$182.00
_____ 10' x 20'	\$279.00	\$363.00
_____ 10' x 30'	\$419.00	\$545.00

Please Circle Desired Color:

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

Area Carpet

Booth Size	Discount	Standard
_____ ' x _____ ' = _____ Sq. Ft.	\$2.92 per sq. ft.	\$3.79 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 _____ ' x _____ ' = _____ sq. ft	Discount	Standard
	\$4.18 per sq. ft.	\$5.40 per sq. ft.

Please Circle Desired Color:

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

Miscellaneous

Description	Discount	Standard
Carpet Pad _____ ' x _____ ' = _____ Sq. ft.	\$1.21 per sq. ft.	\$1.57 per sq. ft.
Visqueen _____ ' x _____ ' = _____ Sq. ft.	\$0.58 per sq. ft.	\$0.75 per sq. ft.

SUBTOTAL \$ _____
Tax: 6.000% _____
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

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Carpet Rental



Specialty Furniture Rental

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Specialty Furniture

Code	QTY	Description	Discount	Standard
(1500)	___	Desk Lamp	\$31.00	\$40.00
(1501)	___	Table Lamp	\$48.00	\$63.00
(1502)	___	Floor Lamp	\$61.00	\$79.00
(1503)	___	End Table	\$90.00	\$117.00
(1504)	___	Coffee Table	\$103.00	\$134.00
(1505)	___	Coat Rack on wheels with 25 Hangers	\$48.00	\$63.00
(1506)	___	2 Drawer Locking File Cabinet	\$73.00	\$94.00
(1507)	___	2 Door Locking Cabinet (6' Tall)	\$97.00	\$126.00
(1508)	___	Sofa - Black	\$484.00	\$629.00
(1509)	___	Lounge Chair - Black	\$273.00	\$355.00
(1510)	___	30" Tall Refrigerator	\$91.00	\$119.00
(1511)	___	Raffle Drum	\$79.00	\$103.00
(1512)	___	Plastic Fish Bowl	\$43.00	\$56.00
(1530)	___	6' Glass Display Case	\$424.00	\$551.00
(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: 6.000% _____
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

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Specialty Furniture Rental



Accessories Rental

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Counters

Code	QTY	Description	Discount	Standard
(2500)	_____	1 Meter x ½ Meter	\$277.00	\$360.00
(2501)	_____	2 Meters x ½ Meter	\$333.00	\$433.00
(2502)	_____	1 Meter Radius x ½ Meter	\$409.00	\$532.00

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	\$176.00	\$229.00
(2401)	_____	Poster Board 4' x 8' Horizontal	\$139.00	\$180.00
(2402)	_____	Slat Wall (Black) 38 x 92 single sided	\$329.00	\$428.00
(2404)	_____	Grid Wall 2 x 8	\$117.00	\$152.00

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

Shelves/Gondolas

Code	QTY	Description	Discount	Standard
(2300)	_____	One Sided Free Standing Gondola	\$215.75	\$283.00
(2301)	_____	Double Sided Free Standing Gondola	\$288.25	\$378.00
(2302)	_____	1 Meter Straight Shelf (for use w/rental unit only)	\$59.50	\$79.00
(2303)	_____	1 Meter Angled Shelf (for use w/rental unit only)	\$59.50	\$79.00
(2405)	_____	(4) 8" Slat Wall Hooks	\$10.00	\$19.00
(2406)	_____	(4) 8" Grid Wall Hooks	\$10.00	\$19.00

Light Fixtures

Code	QTY	Description	Discount	Standard
(2600)	_____	Stem Light (for use w/rental unit only)	\$72.00	\$63.00
(2601)	_____	Track Light (4 Feet)	\$216.00	\$252.00

SUBTOTAL \$ _____
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TOTAL \$ _____

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Accessories 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

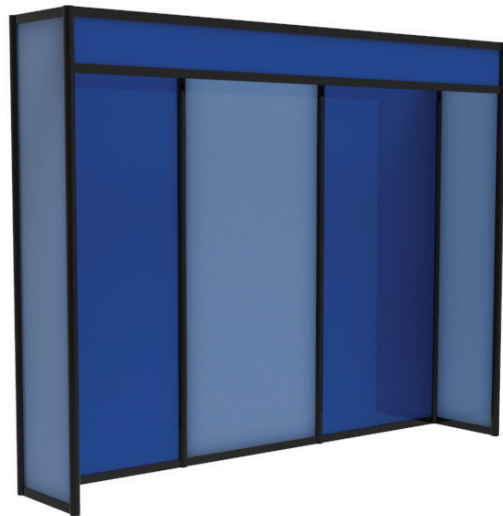
RENTAL UNIT 1

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

\$1,200.00

Include your own custom backwall graphics

\$1,950.00



RENTAL UNIT 2

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

\$1,900.00

Include your own custom backwall and counter graphics

\$2,750.00





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.

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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

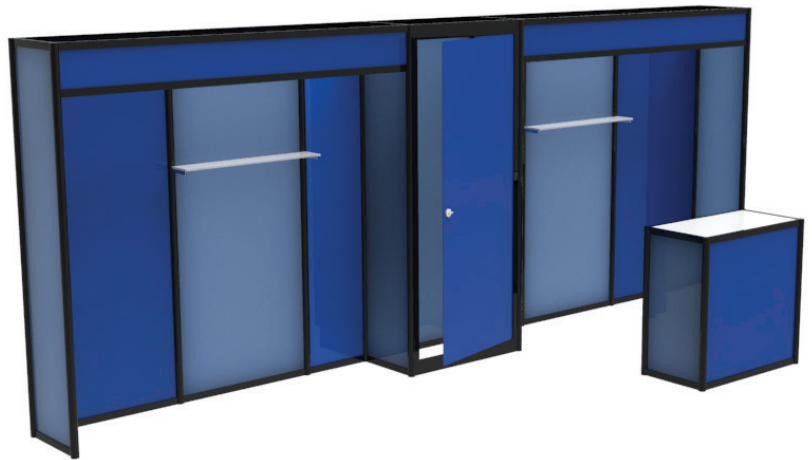
RENTAL UNIT 3

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

\$2,450.00

Include your own custom backwall and counter graphics

\$4,270.00



Priority Empty Return & Accessible Storage

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Priority Empty Container Return

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

Priority Empty Container Return\$121.00 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) \$106.00

8:00 a.m. – 4:30 p.m. Monday – Friday

Overtime: (one hour minimum per man) \$145.00

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.

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

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

SIMA
DeVos Place
Grand Rapids, MI
June 18-20, 2025

Advance Receiving Deadline
Monday, June 9, 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
2690 Courier Dr. NW
Grand Rapids, MI 49534
For: SIMA

ADVANCE RECEIVING DEADLINE:

Monday, June 9, 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: 6/13/2025

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
DeVos Place
Halls A, B & C
303 Monroe Ave. NW
Grand Rapids, MI 49503
For: SIMA

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



Shipping Information

Material Handling

SIMA
DeVos Place
Grand Rapids, MI
June 19-20, 2025

Advance Receiving Deadline
Monday, June 9, 2025

All orders MUST have a credit card on file.

Advance Receiving at Warehouse:

Shipments may be received at the warehouse between May 19th – June 13th.

Direct Shipments to Show Site:

Shipments sent directly to show site to arrive during published exhibitor installation times ONLY!

Tuesday, June 17, 2025, 8:00AM – 5:00PM

Wednesday, June 18, 2025, 8:00AM – 4:00PM

Thursday, June 19, 2025, 8:00AM – 10:00AM

All other deliveries will be refused. Please see the included labels for your reference.

Onsite material handling/drayage is now included with booth purchase!

What does this mean?

Equipment and/or materials shipped to the advance warehouse or direct to show-site will be transported to your booth during move-in (and visa-versa for move out) at no additional charge to you, the exhibitor.

What does this include?

This service includes vehicle spotting (if the equipment can move itself) as well as forklift labor (for stationary equipment).

Additional fees will still apply for container storage (see below).

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 \$35.00 per piece.

Material Handling





Outbound Shipping:

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

Plain Labels (not ups or fedex) and outbound material handling agreements 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 unskidded 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.

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
\$65.00 per skid	\$95.00 per skid

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, May 19, 2025
ABF WAREHOUSE RECEIVING DEADLINE: Monday, June 9, 2025
ANY SHIPMENT ARRIVING AFTER THIS DATE IS SUBJECT TO A 25% DOCK FEE
ON MATERIAL HANDLING CHARGES.
LAST DAY SHIPMENTS RECEIVED AT WAREHOUSE WITH SURCHARGE: 6/13/2025

To: _____
(Name of Exhibiting Company)

c/o: Paramount Convention Services
ABF
2690 Courier Dr. NW
Grand Rapids, MI 49534

WAREHOUSE

EVENT: SIMA
BOOTH # _____
NUMBER _____ OF _____ PCS
CARRIER: _____

Paramount Convention Services

R U S H

DO NOT DELAY

ABF FIRST DAY RECEIVING: Monday, May 19, 2025
ABF WAREHOUSE RECEIVING DEADLINE: Monday, June 9, 2025
ANY SHIPMENT ARRIVING AFTER THIS DATE IS SUBJECT TO A 25% DOCK FEE
ON MATERIAL HANDLING CHARGES.
LAST DAY SHIPMENTS RECEIVED AT WAREHOUSE WITH SURCHARGE: 6/13/2025

To: _____
(Name of Exhibiting Company)

c/o: Paramount Convention Services
ABF
2690 Courier Dr. NW
Grand Rapids, MI 49534

WAREHOUSE

EVENT: SIMA
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 - Tuesday, June 17, 2025

To: _____

(Name of Exhibiting Company)

c/o Paramount Convention Services

DeVos Place

Halls A, B & C

303 Monroe Ave. NW

Grand Rapids, MI 49503

For: SIMA

SHOWSITE

BOOTH # _____

NUMBER _____ OF _____ PCS

CARRIER: _____

Paramount Convention Services

R U S H

DO NOT DELAY

CANNOT ARRIVE UNTIL - Tuesday, June 17, 2025

To: _____

(Name of Exhibiting Company)

c/o Paramount Convention Services

DeVos Place

Halls A, B & C

303 Monroe Ave. NW

Grand Rapids, MI 49503

For: SIMA

SHOWSITE

BOOTH # _____

NUMBER _____ OF _____ PCS

CARRIER: _____

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 10:00PM, Friday, June 20, 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:

SIMA DeVos Place - Halls A, B & C
303 Monroe Ave. NW Grand Rapids, MI 49503

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

SIMA
DeVos Place
Grand Rapids, MI
June 18-20, 2025

Discount Deadline
Monday, June 2, 2025

All orders MUST have a credit card on file.

Exhibit Straight Labor Request:	Discount	Standard
Straight Time: (One hour minimum per man) 8:00 a.m. – 4:30 p.m. Monday through Friday	\$106.00	\$138.00
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.	\$145.00	\$189.00

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

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

SIMA
DeVos Place
Grand Rapids, MI
June 18-20, 2025

Discount Deadline
Monday, June 2, 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

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

SIMA
DeVos Place
Grand Rapids, MI
June 18-20, 2025

DUE DATE: Monday, June 2, 2025

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: leverett@paramountcs.com or katie@paramountcs.com.

1. Exhibitors who choose to use a Non-Official Contractor must complete and sign this form. It must be received by Paramount Convention Services no later than Monday, June 2, 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 **Monday, June 2, 2025.**

No extensions or exceptions will be granted after the published deadline. Please note that Certificate must list Paramount Convention Services, SIMA, DeVos Place and employees of each company as additionally insured.
***See rules and regulations forms.**

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

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

NOTIFICATION DEADLINE: Monday, June 2, 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 _____

Intent To Use Non-Official Contractor



Non-Official Contractors' Rules and Regulations

SIMA
DeVos Place
Grand Rapids, MI
June 18-20, 2025

DUE DATE: **Monday, June 2, 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 (Monday, June 2, 2025). For your convenience, you may fax the form to (314) 621-6416.

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

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

IF BOTH THE "INTENT TO USE NON-OFFICIAL CONTRACTORS" FORM AND THEIR "CERTIFICATE OF INSURANCE" ARE NOT SUPPLIED TO PARAMOUNT BY THE DUE DATE LISTED IN THE HEADING ON THIS PAGE (Monday, June 2, 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

SIMADiscount Deadline

DeVos Place

Grand Rapids, MI

June 18-20, 2025

Monday, June 2, 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.	\$.35 sq.ft. per day	\$.45 sq.ft. per day
(4500) ___ ONCE	- Vacuum and empty wastebaskets ONCE before initial opening of exhibit.	\$.45 per sq. ft.	\$.55 per sq. ft.

Exclusive Service:

(4502) ___ Exclusive janitor or porter service (4-hour minimum per day).
Per hour: straight time: \$106.00 over time: \$145.00

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

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

SIMA
DeVos Place
Grand Rapids, MI
June 18-20, 2025

Discount Deadline
Monday, June 2, 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

Code	Quantity	Size	Discount	Standard
(5000)	_____	7" x 11"	\$33.00	\$43.00
(5001)	_____	11" x 14"	\$40.00	\$51.00
(5002)	_____	7" x 44"	\$43.00	\$56.00
(5003)	_____	14" x 22"	\$53.00	\$69.00
(5004)	_____	22" x 28"	\$80.00	\$104.00
(5005)	_____	28" x 44"	\$160.00	\$207.00
(5006)	_____	40" x 60"	\$312.00	\$406.00
(5007)	_____	38 1/8" x 92 1/8"	\$466.00	\$606.00

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 \$ _____
6.000% _____
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



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. **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. A cell phone number is required to be given upon arrival. The Fire Marshal will be onsite around 3PM on Wednesday, exhibitors should be within distance in case of issues.**
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.



Electric and Internet can be ordered online at the following link:

<https://www.devosplace.org/p/visit/exhibitor-forms>

<h1 style="margin:0;">Art Craft</h1> <p style="margin:0; font-size: small;">DISPLAY, INC. A DIVISION OF ART CRAFT SERVICE GROUP</p>	<h2 style="margin:0;">SIGN & BANNER HANGING / HIGH LIFT SERVICES</h2>	ART CRAFT USE ONLY	
	V <input type="checkbox"/> MC <input type="checkbox"/> AE <input type="checkbox"/> CKP _____ REC'D BY _____ EXP. DATE _____ CKF _____ DATE _____ CC# _____ \$ _____		
	RETURN TO: 3140 Three Mile NW • Grand Rapids, MI 49534 • (616)791-8024 • Fax (616)791-8154 • grandrapids@artcraftdisplay.com		
	SHOW NAME	LOCATION	SHOW DATES
COMPANY	BOOTH #		BOOTH SIZE _____ X _____
ADDRESS	address	city	state zip
PHONE	FAX	EMAIL	
AUTHORIZED CONTACT SIGNATURE		AUTHORIZED CONTACT - PLEASE PRINT	
		DATE	

- Advance Order Deadline: Fourteen (14) days prior to first move-in day.**
- All orders must be accompanied by "Contact & Payment Information" form.**
- All orders are subject to the enclosed Terms, Conditions and Policies.**
- Advance payment for all requested labor (in/out) is required with your order.**

**Credit Card Information
Required with All Orders.**

RATES (One hour minimum Move-In / One hour minimum Move-Out)		
	ADVANCE	FLOOR
HIGH LIFT/SIGN & BANNER HANGING (includes 1-Scissor Lift & 1-Rigger)	339.36 Per Hour	425.00 Per Hour
ADDITIONAL RIGGING LABOR	105.64 Per Man / Per Hour	133.00 Per Man / Per Hour

EXHIBITOR: Please complete this section						
	QTY.	ESTIMATED TIME	DATE	APPROX. HRS.	RATE	ESTIMATED TOTAL
MOVE-IN (INSTALL)	_____	High Lift(s) & Rigger(s) needed at _____	<input type="checkbox"/> AM <input type="checkbox"/> PM	on _____	for _____ hours x \$ _____	per hr. = \$ _____
	_____	High Lift(s) & Rigger(s) needed at _____	<input type="checkbox"/> AM <input type="checkbox"/> PM	on _____	for _____ hours x \$ _____	per hr. = \$ _____
	_____	Additional Rigger(s) needed at _____	<input type="checkbox"/> AM <input type="checkbox"/> PM	on _____	for _____ hours x \$ _____	per hr. = \$ _____
	_____	Additional Rigger(s) needed at _____	<input type="checkbox"/> AM <input type="checkbox"/> PM	on _____	for _____ hours x \$ _____	per hr. = \$ _____
MOVE-OUT (REMOVE)	_____	High Lift(s) & Rigger(s) needed at _____	<input type="checkbox"/> AM <input type="checkbox"/> PM	on _____	for _____ hours x \$ _____	per hr. = \$ _____
	_____	High Lift(s) & Rigger(s) needed at _____	<input type="checkbox"/> AM <input type="checkbox"/> PM	on _____	for _____ hours x \$ _____	per hr. = \$ _____
	_____	Additional Rigger(s) needed at _____	<input type="checkbox"/> AM <input type="checkbox"/> PM	on _____	for _____ hours x \$ _____	per hr. = \$ _____
	_____	Additional Rigger(s) needed at _____	<input type="checkbox"/> AM <input type="checkbox"/> PM	on _____	for _____ hours x \$ _____	per hr. = \$ _____

- Please check-in at Service Desk when ready for service*
- Always inform us if more than one high lift is needed.*

TOTAL ESTIMATED HIGH LIFT SERVICE \$ _____

OPTIONAL HANGING BANNER FRAME RENTAL			
Banners attach to frames with pole pockets (top & bottom edge). Assembly labor included. Hanging/removal labor must be ordered in advance (see above).			
QTY		ADVANCE	FLOOR
	6' wide, 3-sided Hanging Banner Frame w/ Harness (Variable banner print height)	190.46	239.00
	8' wide, 3-sided Hanging Banner Frame w/ Harness (Variable banner print height)	211.88	265.00
	10' wide, 3-sided Hanging Banner Frame w/ Harness (Variable banner print height)	234.70	294.00
	6' wide, 4-sided Hanging Banner Frame w/ Harness (Variable banner print height)	219.94	275.00
	8' wide, 4-sided Hanging Banner Frame w/ Harness (Variable banner print height)	254.82	319.00
	10' wide, 4-sided Hanging Banner Frame w/ Harness (Variable banner print height)	270.87	339.00

To order graphics for the hanging banner frames above, contact our Sign & Graphics department at 800.878.0710 or signshop@artcraftdisplay.com

TOTAL BANNER FRAME RENTAL (NON-TAXABLE) \$ _____

- Art Craft Display, Inc. will not mount, hang, lift, drop, disassemble or otherwise participate in any of the following:**
 - Truss systems of any kind
 - Sound projection devices
 - Lighting trusses or individual fixtures
 - Monitors or video boards
- Art Craft Display, Inc. may also, at its sole discretion, refuse to hang any item that they deem unsafe by any condition of size, weight, structure, overhead position or due to inadequate operating space. It is the exhibitor's sole responsibility to ascertain all pre-conditions prior to placing any orders with Art Craft Display, Inc.**
- Art Craft Display reserves the right to use additional Riggers, High Lifts and/or Fork Lifts to properly install/remove your sign or banner and charge exhibitor accordingly.**
- Additional charges will apply if specialty materials are required to complete this order.**
- Before placing your order, please check your contract from show management to see if permission is needed to hang a banner above your specific booth space.**
- Based on your booth location, banner hanging restrictions and or modifications may apply.**

CONTACT & PAYMENT INFORMATION

CHOOSE PAYMENT METHOD:

- Check enclosed # _____
- Credit/debit information below

RETURN TO: 3140 Three Mile NW • Grand Rapids, MI 49534 • (616)791-8024 • Fax (616)791-8154 • grandrapids@artcraftdisplay.com

SHOW NAME	LOCATION	SHOW DATES
COMPANY	BOOTH #	BOOTH SIZE _____ X _____
ADDRESS	address	city state zip
PHONE	FAX	EMAIL
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT	DATE

- **Your signature above indicates your acceptance of all Terms, Conditions and Policies included in this Service Manual.**
- **Credit card charges will appear on statements as “Art Craft Display”**
- **Credit card processing fees of 3.5% will apply to all credit card transactions**

REQUIRED CREDIT CARD AUTHORIZATION

PLEASE TYPE OR CLEARLY PRINT THE FOLLOWING REQUIRED INFORMATION.

Credit Card Information: Personal Credit Card Debit Card Company Credit Card

Card Type: Visa MasterCard American Express

Card Account Number: _____ Expiration Date: _____

Cardholder's Name (print): _____

Cardholder's Signature: _____

Cardholder's Billing Address: _____

City: _____ State: _____ Zip: _____ Phone: () _____

PAYMENT INFORMATION

All Orders:

- **This form must be completed and returned with all your Service Orders.**
- Phone orders and purchase orders will not be accepted.
- Payment in full of all charges (**in US funds only**) must be made prior to delivery of equipment or execution of services.
- No refunds, exchanges or credits will be made for any items included in your booth package.
- No refunds for any rental item once delivered to booth (see cancellation policy on Terms & Conditions page for additional information)
- All claims must be made prior to show closing. Absolutely no credits will be issued after that time.
- As the exhibiting firm, you are ultimately responsible for the payment of all charges. Please advise on-site representatives, staff and third party designates of this payment information.

Advance Orders:

- **The Advance Order deadline is fourteen (14) days prior to first move-in day.**
- Payment in full of all rental and service charges must accompany your order.
- Advance Order payments may be made by check or credit/debit card.

Floor Orders:

- All orders received after deadlines or on-site are subject to the floor order rate.
- Any orders placed after move-in has begun, must be placed at our on-site service desk. Faxed orders will not be processed during this time.
- Any orders requiring collection during or after the show are subject to floor rates, including declined credit/debit cards.
- Floor order payments may be made by cash, check or credit/debit card.