



OAH
2020 Annual Meeting

April 2-4, 2020

Marriott Wardman Park

Washington, D.C.

Exhibitor Service Kit

Exhibitor Show Information

OAH 2020 Annual Meeting
Marriott Wardman Park
Washington, D.C.
April 2-4, 2020

Discount Deadline
Monday, March 16, 2020

All orders MUST have a credit card on file.

Booth Equipment:

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

**Note: The exhibit area is carpeted in the hotels carpet.
Show Colors: Black**

Deadlines:

To receive discount prices, we must receive your order, along with a form of payment by **Monday, March 16, 2020**. If you are shipping to the advance receiving warehouse, your freight must be received by **Monday, March 23, 2020**, to avoid surcharges.

Installation:

Exhibitors may begin setting up their booths on:
Thursday April 2, 2020 7:00AM – 1:30PM

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

Show Hours:

Thursday	April 2, 2020	2:00PM – 8:00PM
Friday	April 3, 2020	9:00AM – 5:00PM
Saturday	April 4, 2020	9:00AM – 5:00PM

Dismantling:

Exhibitors must dismantle their booths on:
Saturday April 4, 2020 5:00PM – 8:30PM

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

***All freight carriers must check in with Paramount Convention Services by 7:00PM on Saturday, April 4, 2020 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



Exhibitor Checklist

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

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

Exhibitor Checklist





Key Contact List and Discount Rate Deadlines

<u>Category</u>	<u>Company/Phone #/Contact Name</u>	<u>Discount Rate Date</u>
Association	Organization of American Historians Hanji G. Selby – hselby@oah.org – 812-855-9853	
Booth Cleaning/ Carpet/Floral/ Furniture	Paramount Convention Services 314-621-6677 Leigh Everett leverett@paramountcs.com ONLINE ORDERING: www.paramountcs.com/exhibitorservices	Monday, March 16, 2020
Electric/ Internet Audio Visual	PSAV Phone: 202.332.4178 Fax: 866.312.5410 Wardmanpark@psav.com Advanced Rates are available 10 days before show opening	

Credit Card Authorization/Payment Policies

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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	\$
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.

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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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



Booth Cleaning

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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.	\$.38 sq.ft. per day	\$.50 sq.ft. per day
(4500)	___ ONCE – Vacuum and empty wastebaskets ONCE before initial opening of exhibit.	\$.50 per sq. ft.	\$.65 per sq. ft.

Exclusive Service:

(4502)	___ Exclusive janitor or porter service (4-hour minimum per day).	\$84.15 per hour S/T	\$168.00 per hour O/T
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*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****

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

Total: \$ _____

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

Company Name: _____ Booth # _____

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

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Booth Cleanings



Sign Service

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QUALITY DIGITAL PRINTING WITH LOGOS AND WORDING AT THESE SPECIAL PRICES

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

Code	Quantity	Size	Discount	Standard
(5000)	_____	7" x 11"	\$27.50	\$35.75
(5001)	_____	11" x 14"	\$33.00	\$42.90
(5002)	_____	7" x 44"	\$35.20	\$45.75
(5003)	_____	14" x 22"	\$33.00	\$42.90
(5004)	_____	22" x 28"	\$75.00	\$97.50
(5005)	_____	28" x 44"	\$132.00	\$171.60
(5006)	_____	40" x 60"	\$258.50	\$284.35
(5007)	_____	38 1/8" x 92 1/8"	\$358.00	\$500.50

OPTIONAL SERVICES

(5008) Easel back applied to sign -\$25.00 per sign

(5009) 22x28 Sign holder \$60.00

*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 #** _____

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Sign Service

