



PEAK 2026

April 15-16, 2026

Minneapolis Convention Center

Minneapolis, MN

Exhibitor Service Kit

Exhibitor Show Information

PEAK 2026

Minneapolis Convention Center

Minneapolis, MN

April 15-16, 2026

Discount Deadline

Monday, March 23, 2026

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, and a booth identification sign showing the company name.

Note: The main exhibit hall is not carpeted. *IT IS MANDATORY THAT ALL BOOTHS HAVE PROFESSIONAL FLOOR COVERING* You may order carpet through Paramount or bring your own (MUST cover entire booth space). If you plan to bring your own, let the show coordinator know by emailing katie@paramountcs.com before March 23rd. If you do not order carpet nor let us know you are bringing your own floor covering by March 23rd, grey carpet will be placed in your booth and you will be charged accordingly. Please plan ahead and communicate your intentions by March 23rd.

Show Colors: Black

Aisle Carpet Color: Pepper (black/gray speckled)

Deadlines:

To receive discount prices, we must receive your order, along with a form of payment by **Monday, March 23, 2026**. If you are shipping to the advance receiving warehouse, your freight must be received by **Monday, March 30, 2026**, to avoid surcharges.

Installation:

Exhibitors may begin setting up their booths as follows:

All booths 400 sq. ft or larger:

Monday April 13, 2026

12:00PM - 8:00PM

All booths smaller than 400 sq. ft.:

Tuesday April 14, 2026

8:00AM - 6:00PM

Dock door on Tuesday closes at 3PM sharp. You must have your products in BEFORE 3PM. You may continue to set up until 6PM.

***All crates and empty boxes must be off the show floor by the end of installation each day.**

***Booths 400 sq. ft. or larger may finish their setup on Tuesday.**

Show Hours:

Wednesday April 15, 2026

10:00AM - 5:00PM

Thursday April 16, 2026

9:00AM - 12:00PM

Dismantling:

Exhibitors must dismantle their booths on:

Thursday April 16, 2026 (12-1PM aisle carpet removal) 1:00PM - 8:00PM

Friday April 17, 2026 7:00AM - 12:00PM

***All booths less than 400 sq. ft. should dismantle/move out on Thursday, April 16th**

***All booths 400 sq. ft. or larger should only schedule freight pickup on Friday, April 17th**

***All freight carriers must check in with Paramount Convention Services by 12:00PM, Friday, April 17, 2026 or your freight will be re-consigned onto the show carrier, ABF.**

***PCS will begin returning empty containers as soon as the aisle carpet is removed from the exhibit floor. Please plan travel accordingly as this process could take a few hours after the show. If you would like to guarantee your items are returned first, you may purchase priority empty return labels.**

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

ONLINE ORDERING: www.paramountcs.com/exhibitorservices

Show Information

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.



Exhibitor Checklist

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.





Key Contact List and Discount Rate Deadlines

<u>Category</u>	<u>Company/Phone #/Contact Name</u>	<u>Discount Rate Date</u>
Hanging Sign/ Carpet/Floral/ Furniture/TV	Paramount Convention Services 314-621-6677 Katie Carmichael katie@paramountcs.com ONLINE ORDERING: www.paramountcs.com/exhibitorservices	Monday, March 23, 2026
Electric/Internet/ Booth Cleaning	Minneapolis Convention Center Email: exhibitorservices@minneapolismn.gov Phone: 612-335-6550 Online Ordering Link: Exhibitors Meet Minneapolis	

Credit Card Authorization/Payment Policies

PEAK 2026

Minneapolis Convention Center

Minneapolis, MN

April 15-16, 2026

Discount Deadline

Monday, March 23, 2026

All orders MUST have a credit card on file.

Payment Policy

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

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

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

Credit Card Authorization

MasterCard Visa Discover American Express

Expiration Date: _____

Credit Card #: _____

CVV #: _____

[THIS NUMBER IS REQUIRED TO PROCESS YOUR CARD.]

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

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

Cardholders Signature: _____

Cardholders Name: _____

Cardholders Billing Address: _____

City, State, Zip: _____

Order Summary:

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

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

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

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

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

Cardholder Signature _____

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

Email: _____ **Phone:** _____

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

Online ordering: www.paramountcs.com/exhibitorservices

Credit Card Authorization/Payment Policies



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 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. Once we receive this form, we will then send login information for the online portal where you can enter payment information and place orders

Third Party Authorization



Furniture Rental

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

Chairs

Code	QTY	Description	Discount	Standard
(1002)	___	Black Vinyl Padded Side Chair	\$34.00	\$44.00
(1001)	___	Deluxe Gray Upholstered Padded Side Chair	\$53.00	\$69.00
(1004)	___	Black Secretarial Chair on Casters	\$101.00	\$131.00
(1005)	___	Gray Upholstered Arm Chair	\$61.00	\$79.00
(1007)	___	Gray Upholstered High Stool	\$41.00	\$53.00
((1010)	___	Black Mid Back Leather Sled Chair	\$106.00	\$138.00

Miscellaneous Equipment

Code	QTY	Description	Discount	Standard
(1399)	___	Metal Wastebasket & Recycle Cans (2 Total)	\$120.00	\$156.00
(1400)	___	Cardboard Wastebasket & Recycle Cans (2 Total)	\$60.00	\$78.00
(1401)	___	Tripod Easel	\$16.00	\$21.00
(1402)	___	Bag Holder	\$42.00	\$55.00
(1403)	___	Literature Rack (5 pocket)	\$111.00	\$144.00
(1404)	___	Stanchion (Tensa Barriers)	\$42.00	\$55.00

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	\$6.50	\$8.50
(1201)	___	8' H Background per ft	\$8.50	\$11.00
(1405)	___	8' Upright and Base	\$21.00	\$27.00
(1408)	___	6'-10' Adjustable Crossbar	\$16.00	\$21.00

6 FOOT MINIMUM ORDER

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

SUBTOTAL \$ _____
Tax: 9.025% _____
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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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	\$64.00	\$83.00
(1101)	___	42" Counter High	\$71.00	\$92.00
(1102)	___	6' Table-30" High	\$73.00	\$95.00
(1103)	___	42" Counter High	\$80.00	\$104.00
(1104)	___	8' Table-30" High	\$82.00	\$107.00
(1105)	___	42" Counter High	\$91.00	\$118.00

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	\$37.00	\$48.00
(1107)	___	42" Counter High	\$44.00	\$57.00
(1108)	___	6' Table 30" High	\$46.00	\$59.00
(1109)	___	42" Counter High	\$53.00	\$69.00
(1110)	___	8' Table 30" High	\$55.00	\$72.00
(1111)	___	42" Counter High	\$64.00	\$83.00

4th Side Drape

Code	QTY	Draping	Discount	Standard
(1112)	___	4 th Side Drape- 30" Tall	\$27.00	\$35.00
(1113)	___	4 th Side Drape 42" Tall	\$27.00	\$35.00

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 Cover

Code	QTY	Round Table	Discount	Standard
(1114)	___	30" High Please Circle Diameter Choice: 30" or 36"	\$72.00	\$94.00
(1116)	___	42" High 30" Wide	\$72.00	\$94.00

Table Top Risers

Skirted in white on three sides

Code	QTY	Risers	Discount	Standard
(1118)	___	6' long table riser	\$39.00	\$51.00
(1119)	___	8' long table riser	\$48.00	\$62.00

SUBTOTAL \$

Tax: 9.025%

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

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All orders MUST have a credit card on file.

Rental includes installation, front edge taping, and pick up at the close of the show.

Area Carpet is required for all booths configured as an island or peninsula.

*IF NO COLOR IS INDICATED, SHOW COLORS WILL AUTOMATICALLY BE PROVIDED.

Standard Carpet

Description	Discount	Standard
SHOW SPECIAL - GRAY - ONLY IF ORDERED BY 3/23/26		
_____ 10' x 10'	\$140.00	
_____ 10' x 20'	\$280.00	

CHOICE OF COLOR

_____ 10' x 10'	\$151.00	\$196.00
_____ 10' x 20'	\$300.00	\$390.00

Please Circle Desired Color:

Red Royal Blue Blue Jay Burgundy Pepper Hunter Green Black Navy Blue

Area Carpet

Booth Size	Discount	Standard
_____ ' x _____ ' = _____ Sq. Ft.	\$1.52 per sq. ft.	\$1.98 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.	\$4.38 per sq. ft.	\$5.69 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.	\$1.91 per sq. ft.	\$2.48 per sq. ft.
Visqueen _____ ' x _____ ' = _____ Sq. ft.	\$1.43 per sq. ft.	\$1.86 per sq. ft.

SUBTOTAL \$ _____
Tax: 9.025% _____
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)	_____	Floor Lamp	\$101.00	\$131.00
(1501)	_____	Table Lamp	\$71.00	\$92.00
(1503)	_____	End Table	\$133.00	\$173.00
(1504)	_____	Coffee Table	\$148.00	\$192.00
(1505)	_____	Coat Rack on wheels with 25 Hangers	\$64.00	\$83.00
(1506)	_____	2 Drawer Locking File Cabinet	\$103.00	\$134.00
(1508)	_____	Black Love Seat	\$451.00	\$586.00
(1509)	_____	Black Lounge Chair	\$382.00	\$497.00
(1510)	_____	30" Tall Refrigerator	\$265.00	\$345.00
(1511)	_____	Raffle Drum	\$85.00	\$111.00
(1512)	_____	Fish Bowl	\$48.00	\$62.00
(1530)	_____	6' Glass Display Case	\$583.00	\$758.00
(5009)	_____	Chrome Sign Holder	\$64.00	\$83.00

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

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

SUBTOTAL \$ _____
Tax: 9.025% _____
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





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

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

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

Rental Unit Desired: _____

Name of Convention/Event: _____ **Booth #:** _____

Company Name: _____ **Ordered By:** _____

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

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

Seamless 10x10 Rental Unit

Unit includes custom back wall graphics, 3 lights, & a custom graphics on front and side counter with sliding doors

\$2,100



Seamless 10x10 Rental Unit with TV

Unit includes custom back wall graphics, 3 lights, & a custom graphics on front and side counter with sliding doors

\$2,650



Accessories Rental

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Counters

Code	QTY	Description	Discount	Standard
(2500)	_____	1 Meter x ½ Meter	\$570.00	\$715.00
(2501)	_____	2 Meters x ½ Meter	\$748.00	\$935.00
(2502)	_____	1 Meter Radius x ½ Meter	\$748.00	\$935.00

ALL COUNTERS ARE 42" TALL

ALL COUNTERS ARE 42" TALL AND INCLUDE YOUR CUSTOM GRAPHICS ON THE FRONT AND SIDE PANELS. THEY ALSO INCLUDE SLIDING DOORS ON THE BACK.

Add a Lock for \$60. *Please know this does not really secure the unit

Display Panels

Code	QTY	Description	Discount	Standard
(2400)	_____	Velcro Board 38" x 92" Vertical	\$201.00	\$261.00
(2401)	_____	Poster Board 4' x 8' Horizontal	\$159.00	\$207.00
(2402)	_____	Slat Wall (Black) 38 x 92 single sided	\$318.00	\$413.00
(2404)	_____	Grid Wall 2 x 8	\$106.00	\$138.00

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

Shelves/Gondolas

Code	QTY	Description	Discount	Standard
(2300)	_____	One Sided Free Standing Gondola	\$265.00	\$345.00
(2301)	_____	Double Sided Free Standing Gondola	\$371.00	\$482.00
(2302)	_____	1 Meter Straight Shelf (for use w/rental unit only)	\$69.00	\$90.00
(2303)	_____	1 Meter Angled Shelf (for use w/rental unit only)	\$69.00	\$90.00

Light Fixtures

Code	QTY	Description	Discount	Standard
(2600)	_____	Stem Light (for use w/rental unit only)	\$64.00	\$83.00
(2601)	_____	Track Light (4 Feet)	\$239.00	\$311.00

SUBTOTAL \$ _____
Tax: 9.025% _____
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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guarantee
ed to be in stock. To secure availability, all orders must be**

Accessories Rental



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\$150.00 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) \$79.00

8:00 a.m. – 4:30 p.m. Monday - Friday

Overtime: (one hour minimum per man) \$118.50

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



Poultry Cage Handling

PEAK 2026

Minneapolis Convention Center

Minneapolis, MN

April 15-16, 2026

Discount Deadline

Monday, March 23, 2026

All orders MUST have a credit card on file.

**Paramount Convention Services will unload
UNCRATED machinery.
*Direct Shipment Only***

Exhibitor's Firm Name: _____ Booth # _____

C/O Paramount Convention Services

Minneapolis Convention Center

Halls C-E

1301 2nd Ave S

Minneapolis, MN 55403

Exhibitors bringing in Poultry Cages:

We will be unloading and rolling the cages into your booth and at the end of the show, on Friday, when your trucks arrive, we will roll your cages back to your carriers truck.

You will not be billed the standard charges by weight for the cages

You will be charged for the round trip service at a flat fee of **\$525 per cage.**

This rate applies if it comes in on a truck. If you bring it in on your own via a Personally Owned Vehicle, you can move it in on your own if you do not need assistance

PCS, at its discretion, will decide if each piece meets the above specifications.

NOTE: Rates for boxed or containerized display materials are listed on the enclosed Shipping/Material Handling Order Form.

To receive the above service, the following must be completed and forwarded to Paramount Convention Services along with the Credit Card Authorization / Payment Policies Form

Arrival Date _____ Time _____

Total # of pieces _____ Weight of Largest Piece _____

Dimensions of Largest Piece: L _____ x W _____ x H _____

Company Name: _____ Booth # _____

Paramount Convention Services

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

Online ordering: www.paramountcs.com/exhibitorservices

Poultry Cage Handling



Personally Owned Vehicle Form

PEAK 2026

Minneapolis Convention Center

Minneapolis, MN

April 15-16, 2026

All orders MUST have a credit card on file.

Personally Owned Vehicle

Personally owned vehicles (POVs) are considered mini vans, SUVs, cars, and pick-up trucks with or without trailers.

POV exhibitors cannot move in until Tuesday, April 14. POV exhibitors may unload your own vehicles. However, due to Fire Marshal rules, someone must be present with the vehicles at all times during the unloading process. You can use any non-mechanized equipment you bring (ie. A 2 or 4 wheel dolly, flat cart, etc.) and are limited to a 20 minute time frame to allow all exhibitors time to move in.

Dock doors on Tuesday close at 3PM sharp. You must have your products in BEFORE 3PM. You may continue to set up until 6PM.

All terms and conditions herein stated are understood and accepted.

Company Name: _____ Booth # _____

Contact Name: _____ Email: _____

Paramount Convention Services

Phone: 314-621-6677

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.



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

PEAK 2026

Minneapolis Convention Center

Minneapolis, MN

April 15-16, 2026

Advance Receiving Deadline

Monday, March 30, 2026

All orders MUST have a credit card on file.

Advance Shipments To Warehouse:

Exhibitors desiring to ship materials up to 30 days in advance of the show must label and address all shipping documents/bills of lading as follows:

Name of Exhibiting Company & Booth #

C/O Paramount Convention Services

ABF

2950 Lone Oak Circle

Eagan, MN 55121

For: PEAK 2026

ADVANCE RECEIVING DEADLINE:

Monday, March 30, 2026

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

Direct Shipments To Show Site:

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

***All drivers must check into the marshalling yard at 1301 2nd Ave S., Minneapolis, MN 55404**

Name of Exhibiting Company & Booth #

C/O Paramount Convention Services

Minneapolis Convention Center

Halls C-E

1301 2nd Ave S

Minneapolis, MN 55404

For: PEAK 2026

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

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

OUTBOUND SHIPPING

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

Paramount Convention Services

Phone: 314-621-6677

Online ordering: www.paramountcs.com/exhibitorservices

Shipping Information



Material Handling

PEAK 2026

Minneapolis Convention Center

Minneapolis, MN

April 15-16, 2026

Advance Receiving Deadline

Monday, March 30, 2026

All orders MUST have a credit card on file.

Advance Receiving at Warehouse:

MUST BE RECEIVED BY: Monday, March 30, 2026

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 = (hundred lbs) X	CWT	RATE	Estimated Total
Lbs/100	CWT	\$99.00 per CWT	\$
Lbs/100	CWT	\$125.00 per CWT	\$
Lbs/100	CWT	\$115.50 per CWT	\$
Lbs/100	CWT	\$144.50 per CWT	\$

***ABSOLUTELY NO SHIPMENTS ACCEPTED AT WAREHOUSE AFTER: 04/08/2026**

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 = (hundred lbs) X	CWT	RATE	Estimated Total
Lbs/100	CWT	\$85.00 per CWT	\$
Lbs/100	CWT	\$95.00 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

Additional Services

PEAK 2026
Minneapolis Convention Center
Minneapolis, MN
April 15-16, 2026

Advance Receiving Deadline
Monday, March 30, 2026

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. This rate also applies to all personal owned vehicles that require forklift assistance. For such services the following rates apply:

	Straight Time	Overtime
Forklift with Operator (One-hour minimum) (Up to 4,000 lbs. Capacity)	\$150.00 per hr.	\$265.00 per hr.
Material Handler (One hour minimum)	\$79.00 per hr.	\$118.50 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

Additional Services



Paramount Convention Services

R U S H

DO NOT DELAY

To: _____
(Name of Exhibiting Company)

c/o: Paramount Convention Services
ABF
2950 Lone Oak Circle
Eagan, MN 55121

WAREHOUSE

EVENT: PEAK 2026

BOOTH # _____

NUMBER _____ OF _____ PCS

CARRIER: _____

Paramount Convention Services

R U S H

DO NOT DELAY

To: _____
(Name of Exhibiting Company)

c/o: Paramount Convention Services
ABF
2950 Lone Oak Circle
Eagan, MN 55121

WAREHOUSE

EVENT: PEAK 2026

BOOTH # _____

NUMBER _____ OF _____ PCS

CARRIER: _____

Paramount Convention Services

R U S H

DO NOT DELAY

CANNOT ARRIVE UNTIL – Mon, April 13, 2026

To: _____

(Name of Exhibiting Company)

***All drivers must check into the marshalling yard at 1301 2nd
Ave S., Minneapolis, MN 55404**

c/o Paramount Convention Services
Minneapolis Convention Center
Halls C-E

1301 2nd Ave S
Minneapolis, MN 55404

For: PEAK 2026

SHOWSITE

BOOTH # _____
NUMBER _____ OF _____ PCS
CARRIER: _____

Paramount Convention Services

R U S H

DO NOT DELAY

CANNOT ARRIVE UNTIL - Mon, April 13, 2026

To: _____

(Name of Exhibiting Company)

***All drivers must check into the marshalling yard at 1301 2nd
Ave S., Minneapolis, MN 55404**

c/o Paramount Convention Services
Minneapolis Convention Center
Halls C-E

1301 2nd Ave S
Minneapolis, MN 55404

For: PEAK 2026

SHOWSITE

BOOTH # _____
NUMBER _____ OF _____ PCS
CARRIER: _____

Pre-Printed Outbound Material Handling Agreement and Outbound Label Request

Company Name:	Booth #
---------------	---------

Complete this form for pre-printed outbound material handling documents and shipping labels at the close of the show.

ONE FORM FOR EACH DESTINATION.

STEP 1. SHIP TO ADDRESS:

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

Complete only if shipping to another show	Show:	Booth #
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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:
Street Address:		
City:	State:	Zip Code: Country:

Show site Instructions: Once your shipment is packed and ready to be picked up, please return the outbound material handling form 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.

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

Outbound Material Handling



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 12:00PM on Friday, April 17th 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:

Minneapolis Convention Center
Halls C-E
1301 2nd Ave S
Minneapolis, MN 55404

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

Exhibit Labor

PEAK 2026

Minneapolis Convention Center

Minneapolis, MN

April 15-16, 2026

Discount Deadline

Monday, March 23, 2026

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. – 8:00 a.m. Monday through Friday, all Saturdays, Sundays, and Holidays.

Discount

Standard

\$79.00

\$103.00

\$118.50

\$154.00

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

PEAK 2026

Minneapolis Convention Center

Minneapolis, MN

April 15-16, 2026

Discount Deadline

Monday, March 23, 2026

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



Hanging Sign Key Dates

PEAK 2026

Minneapolis Convention Center

Minneapolis, MN

April 15-16, 2026

Discount Deadline

Monday, March 23, 2026

All orders MUST have a credit card on file.

Rigging/Design submitted – By March 23

- Booth#
- Booth Design
- Weight and Overall Design of Structure
- Rigging Plan

Labor Request (advance rate) –By March 23

Labor Request (last day to submit, standard labor pricing after March 23) - March 30

Warehouse Receiving for sign (advance rate) - By March 30

Warehouse Receiving for sign (Last day to receive at warehouse +25% after March 31) – April 8

***For the best rates please submit hanging sign labor requests by March 23 and have the sign arrive to the warehouse by March 30. After these dates, there will be a price increase. Any requests or arrivals after April 8 we cannot guarantee your sign will be able to be hung.**

Motors and Truss for Banners:

To guarantee the safe hanging of your banners, you may require motors and box truss. Signs over 150lbs may require additional equipment to be hung safely. If you require motors/truss, you will need to order electric for this - 30amp, 208v/3ph. Electric is ordered directly through the convention center. Once you submit your drawings to Paramount, we can help you figure out what is needed. If it is determined motors and truss are required, the Paramount team will prepare a precise quote for the materials needed for the safe hanging of your sign.

Starting pricing for additional hanging sign needs below:

Motors: \$400 per Motor Control Package: \$300 per

10' Box Truss: \$175 per Corner Truss: \$100 per

Rigging Plan drawing & safety certifications: \$300

You will still need to order the labor team for the actual hanging of the motors/truss/banner

Hanging Sign Key Dates

Hanging Sign Information

PEAK 2026

Minneapolis Convention Center

Minneapolis, MN

April 15-16, 2026

Discount Deadline

Monday, March 23, 2026

All orders MUST have a credit card on file.

All hanging sign requests must be made by Monday, March 23, 2026 to receive the discounted labor rate and no later than Monday, March 30, 2025 or we cannot guarantee your sign will be hung.

Signs will begin being hung on Monday, April 13, 2026 at 8:00AM. We do not allow for a time to be requested for sign hanging. Once your sign is assembled please let the Paramount Convention Services desk know and we will put you in line for the next available crew.

To speed up sign hanging, you can come in at 8:00AM on Monday to assemble your sign. If you want Paramount to assemble your sign please order labor on the sign assembly labor form.

Sign removal will begin once the aisle carpet has been removed, but your sign will not be taken down until a space in your booth has been cleared for the sign to be safely lowered into. This is at the discretion of Paramount Convention Services.

***Overhead hanging signs are to be sent in separate containers - not part of a larger shipment - directly to the advance warehouse using the enclosed Hanging Sign Labels. This container MUST arrive by March 30, 2026 for the advance pricing and no later than April 8, 2026. If these procedures are not followed, Paramount cannot guarantee the hanging of your sign.**

Hanging Sign Information

Hang Sign Labor Rules & Regulations

PEAK 2026

Minneapolis Convention Center

Minneapolis, MN

April 15-16, 2026

EXHIBIT RIGGING AND HANGING SIGNS INFORMATION

Rigging points at the Minneapolis Convention Center vary considerably. No hanging or rigging components can exceed the outer boundaries of the exhibit booth's perimeter or the safe loading of the facility ceiling. The bottom of the booth's sign must be at least 12' off the show floor.

All rigging and hanging at the show is performed by Paramount Convention Services (PCS) Rigging Services, to maintain show installation/removal schedules. Booth components, including truss and signs weighing over 150 pounds and requiring rigging must be pre-approved by Paramount Convention Services (PCS). Booth rigging designs must be submitted to Paramount Convention Services (PCS) by March 23, 2026 for review and certification.

Please include the following information with your inquiry

- Booth#
- Approved Booth Design
- Weight and Overall Design of Structure
- Rigging Plan

Motors and Truss for Banners:

To guarantee the safe hanging of your banners, you may require motors and box truss. Signs over 150lbs will require additional equipment to be hung safely. If you require motors/truss, you will need to order electric for this - 30amp, 208v/3ph. Electric is ordered directly through the convention center. Once you submit your drawings to Paramount, we can help you figure out what is needed. If it is determined motors and truss are required, the Paramount team will prepare a precise quote for the materials needed for the safe hanging of your sign.

Starting pricing for additional hanging sign needs below:

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10' Box Truss: \$175 per Corner Truss: \$100 per

Rigging Plan drawing & safety certifications: \$300

You will still need to order the labor team for the actual hanging of the motors/truss/banner



Email: katie@paramountcs.com

Paramount Convention Services

R U S H

DO NOT DELAY

Advance deadline- Mon., March 30, 2026

Final day to receive- Wed., April 8, 2026

WAREHOUSE

To: _____
(Name of Exhibiting Company)

c/o: Paramount Convention Services
ABF

2950 Lone Oak Circle
Eagan, MN 55121

Hanging Sign

EVENT: PEAK 2026 Hanging Sign

BOOTH # _____

NUMBER _____ OF _____ PCS

CARRIER: _____

Paramount Convention Services

R U S H

DO NOT DELAY

Advance deadline- Mon., March 30, 2026

Final day to receive- Wed., April 8, 2026

WAREHOUSE

To: _____
(Name of Exhibiting Company)

c/o: Paramount Convention Services
ABF

2950 Lone Oak Circle
Eagan, MN 55121

Hanging Sign

EVENT: PEAK 2026 Hanging Sign

BOOTH # _____

NUMBER _____ OF _____ PCS

CARRIER: _____

Structural Integrity Statement

PEAK 2026

Minneapolis Convention Center

Minneapolis, MN

April 15-16, 2026

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

Please include this form with your hanging sign order form.

STRUCTURAL INTEGRITY STATEMENT

THIS FORM MUST BE RETURNED
FOR ALL SUSPENDED STRUCTURES.

_____ The contracted exhibitor at the **PEAK 2026** and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures. We hereby release, indemnify and forever hold harmless the **MIDWEST POULTRY ASSOCIATION, Minneapolis Convention Center, Paramount Convention Services**, and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting more than 200 lbs. may be verified (metered) on site at exhibitor's expense.

Exhibiting Company: _____ Booth # _____

Authorized Signature: _____

Printed Name: _____ Date: _____

E-Mail: _____

Display House/Builder (if applicable): _____

Authorized Signature: _____

Printed Name: _____ Date: _____

E-Mail: _____

Complete and return form to:

Paramount Convention Services

5015 Fyler Ave.

St. Louis, MO 693139

Katie Carmichael, katie@paramountcs.com

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

Structural Integrity Statement



Sign Assembly Labor

PEAK 2026
Minneapolis Convention Center
Minneapolis, MN
April 15-16, 2026

Discount Deadline
Monday, March 23, 2026

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	\$79.00	\$103.00
Overtime: (One hour minimum per man) 4:30 p.m. – 8:00 a.m. Monday through Friday, all Saturdays, Sundays, and Holidays.	\$118.50	\$154.00

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 assemble your sign at their earliest convenience.

Specific instructions, blueprints, etc. should be provided to facilitate an economical and correct installation. Please be sure to send sign 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.**

*All hanging sign assembly is a 2 laborer minimum call

INSTALLATION:

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

DISMANTLE:

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

Set-Up Instructions

Must be sent to PCS office
katie@paramountcs.com

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.

*All hanging sign assembly is a 2 laborer minimum call

INSTALLATION:

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

DISMANTLE:

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

Supervisor will be: _____

Supervisor's On-Site Phone#: _____

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.

Sign Assembly Labor



Hanging Sign Labor

PEAK 2026

Minneapolis Convention Center

Minneapolis, MN

April 15-16, 2026

Discount Deadline
Monday, March 23, 2026

All orders MUST have a credit card on file.

***All hanging sign requests must be made by Monday, March 23 to receive the discounted labor Rate and no later than Monday, March 30, or we cannot guarantee your sign will be hung.**

INSTRUCTIONS

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging must be installed, and removed by Paramount. Please refer to the Paramount Terms and Conditions found in the Exhibitors Services Manual as it relates. Please complete the enclosed Labor Order Form for labor to assemble your hanging sign.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.

WAREHOUSE DEADLINE:

Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container MUST arrive by March 30, 2026 for the advance pricing and no later than April 8, 2026. If these procedures are not followed, Paramount cannot guarantee the hanging of your sign.

- If any hang point supports over 150 lbs., notify Paramount immediately for special authorization. For signs that require CHAIN HOIST, TRUSS RENTAL OR STRUCTURAL RIGGING, please contact Paramount.

SIGN DESCRIPTION, SIZE & WEIGHT

- For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points may be determined.

Type: Cloth Banner _____ Metal or Wood _____ Other _____

Shape: Square _____ Triangle _____ Rectangle _____ Other _____

Size: Height _____ Length _____ Width _____

Weight of Sign: _____

Does Your Sign Require Electricity _____ Assembly _____

Is Your Sign Designed to Rotate? _____ Yes _____ No

Are you sending your sign to: advance warehouse or showsite

PLACEMENT DIAGRAM

- Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed.
- The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.

_____ Feet in from the back Aisle # _____

_____ Feet in from the left Aisle # _____

_____ Feet in from the right Aisle # _____

_____ Feet in from the front Aisle # _____

Number of feet from floor to top of sign: _____

EQUIPMENT AND LABOR RATES TO HANG SIGNS

Straight Time

8:00AM - 4:30PM Monday through Friday

Overtime

4:30PM - 8:30PM Monday through Friday,

Double Time

8:30PM - 8:00AM Monday through Friday, all day Saturday, Sunday, and holidays.

Crew Size - MINIMUM of three people

Materials

Cable, clamps, etc. additional and charged accordingly

Equipment with Crew

- Rates are per lift and crew per hour
- One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments

Condor/Boom Condor with crew (up to 200 lbs lift capacity)

Advance Price	Straight Time	Over Time
	\$450.00	\$585.00
Standard Price	\$550.00	\$750.00

Installation Estimate

Approx Hours Hourly Rate Total Estimated Cost

_____ @ _____ = _____

*There will be a Rigging Supervision charge of \$100 an hour on all hanging signs. This will be added to your invoice after the show based on hanging sign installation time.

Dismantle Estimate

Approx Hours Hourly Rate Total Estimated Cost

_____ @ _____ = _____

*If your sign is over 150lbs, you will require motors and truss. You will also need to order special electricity. (30 amp, 208v/3ph)

Additional crew and/or equipment will be used if the supervisor Deems in necessary to safely complete the installations and/or dismantling of a job and will be charged accordingly.

Hanging Sign Labor



Company Name: _____ Booth#: _____

Email: _____ Phone: _____

Intent To Use Non-Official Contractor

PEAK 2026

Minneapolis Convention Center

Minneapolis, MN

April 15-16, 2026

DUE DATE: **Monday, March 23, 2026**

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 to 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, March 23, 2026**. **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, March 23, 2026**. **No extensions or exceptions will be granted after the published deadline. Please note that Certificate must list Paramount Convention Services, PEAK 2026, Minneapolis 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: Monday, March 23, 2026

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

PEAK 2026

Minneapolis Convention Center

Minneapolis, MN

April 15-16, 2026

DUE DATE: **Monday, March 23, 2026**

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, March 23, 2026). For your convenience, you may fax the form to (314) 621-6416.

Liability "Certificate of Insurance" form which names Paramount Convention Services, Inc., PEAK 2026, Minneapolis 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 (Monday, March 23, 2026), 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



Sign Service

PEAK 2026

Minneapolis Convention Center

Minneapolis, MN

April 15-16, 2026

Discount Deadline

Monday, March 23, 2026

All orders MUST have a credit card on file.

QUALITY DIGITAL PRINTING WITH LOGOS AND WORDING AT THESE SPECIAL PRICES

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

Code	Quantity	Size	Discount	Standard
(5000)	_____	7" x 11"	\$25.00	\$38.00
(5001)	_____	11" x 14"	\$30.00	\$45.00
(5002)	_____	7" x 44"	\$32.00	\$48.00
(5003)	_____	14" x 22"	\$40.00	\$60.00
(5004)	_____	22" x 28"	\$60.00	\$90.00
(5005)	_____	28" x 44"	\$110.00	\$143.00
(5006)	_____	40" x 60"	\$200.00	\$260.00
(5007)	_____	38 1/8" x 92 1/8"	\$275.00	\$357.50

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 \$ _____
9.025% _____
TOTAL \$ _____

PLEASE COMPLETE ALL INFORMATION BELOW WHEN ORDERING:

SIGN SIZE: _____ **QUANTITY:** _____

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

SHAPE (Circle One) HORIZONTAL VERTICAL EASEL BACK

SPECIAL INSTRUCTION:

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

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

Company Name: _____ **Booth #** _____

Paramount Convention Services

Phone: 314-621-6677

Fax: 314-621-6416

Online ordering: www.paramountcs.com/exhibitorservices

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

Sign Service



Floral Service

PEAK 2026

Minneapolis Convention Center

Minneapolis, MN

April 15-16, 2026

Discount Deadline

Monday, March 23, 2026

All orders MUST have a credit card on file.

Plant Rentals:

Code	Quantity	Description	Discount	Standard
(6000)	_____	2' – 3' Tropical Plant	\$95.00	\$124.00
(6001)	_____	4' – 5' Tropical Plant	\$138.00	\$179.00
(6002)	_____	5' – 6' Tropical Plant	\$196.00	\$255.00
(6003)	_____	6' – 8' Tropical Plant	\$260.00	\$338.00
(6004)	_____	Ferns (circle one)	\$95.00	\$124.00

All containers for tropical plants will be provided in black

Colors and availability may vary depending upon season and location.

Flowering Plants and Floral Arrangements:

(Purchase only)

For floral orders, please email katie@paramountcs.com for availability/pricing.

Colors and availability may vary depending upon season and location.

ORDERS MADE AT SHOW SITE CANNOT BE GUARANTEED!

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

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

SUBTOTAL \$ _____
9.025% _____
TOTAL \$ _____

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.

Floral Service



Video Service Form

PEAK 2026
Minneapolis Convention Center
Minneapolis, MN
April 15-16, 2026

Discount Deadline
Monday, March 23, 2026

All orders MUST have a credit card on file.

Video Packages:

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

	Discount	Standard
____ 42" Monitor Please select all cables that you will need: ____HDMI ____VGA ____USB	\$420.00	\$546.00
____ 55" Monitor Please select all cables that you will need: ____HDMI ____VGA ____USB	\$525.00	\$683.00
____ Rolling TV Stand	\$110.00	\$143.00

* Electric is not included

* Rates are for run of the show

SUBTOTAL \$ _____
9.025% _____
TOTAL \$ _____

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

Company Name: _____ Booth # _____

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

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

Video Service



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. Union jurisdiction allows individually hand carried items only. Material Handling Services may be ordered in advance by completing and returning the enclosed Shipping Information and Service Order Form. Paramount Convention Services will handle all incoming show freight regardless of the material handling form being submitted, advance or show site delivery and regardless of if freight is designated as in care of Paramount or not; and the exhibitor will be liable for all appropriate charges as described on the material handling form, as well as all storage fees, if any charged by the facility for items delivered and accepted prior to scheduled move in date

Thank you!



FIRE PREVENTION BUREAU

EXHIBIT HALL FIRE REGULATIONS

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

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

Exhibit Hall Fire Regulations

