

OFFICIAL CONTRACTORS AND SERVICES



The official contractor for the 2009 PAS Annual Meeting is
Champion Exposition Services.

Customer Service

139 Campanelli Drive
Middleboro, MA 02346
800-723-1123 phone
508-946-1019 fax
help@championexpo.com

Account Executive

Heidi Boehmke
National Account Executive
heidi.boehmke@champion-nationwide.com

Labor Rates

Straight Time

- ❖ \$65.00 per person/hour
8:00am–4:30pm, Monday–Friday

Overtime

- ❖ \$105.00 per person/hour
Before 8:00am and after 4:30pm, Monday–Friday, and all day
Saturday and Sunday

Deliveries

Deliveries must be sent through the Baltimore Convention Center loading dock as delivery personnel will not be badged and cannot gain access to the exhibit floor.

Material Handling Rates

- ❖ Advance Shipments — \$69.75/ctw
(Deadline for Advance Shipments is April 23, 2009)
- ❖ Direct Shipments — \$67.75/ctw
(First Day of Direct Shipment Freight is April 30, 2009)
- ❖ Overtime Surcharge (each way) — 35%
- ❖ Special Handling Surcharge (Uncrated for Direct Shipments Only) — \$93.25

Material Handling/Storage/Hauling

Union jurisdictions prevail over the operation of all material handling equipment, all unloading and reloading, and all handling of empty containers.

The official material-handling contractor will move all freight from the docks to the exhibitor's booth.

This service includes:

- ❖ Storage prior to the show (30 days)
- ❖ Transportation from warehouse to booth
- ❖ Storage of empty crates
- ❖ Reloading at show site
- ❖ Clerical assistance and delivery to a common carrier at the loading dock at the close of show

Booth Cleaning & Porter Service

Champion Exposition Services (Champion) has jurisdiction over all booth cleaning and porter service. Exhibitors and/or Exhibitor Appointed Contractors (EACs) are NOT PERMITTED to have vacuum cleaners or any floor cleaning equipment on the show floor unless it is the property of Champion and is operated by a Champion appointed person or employee. For your convenience, a Booth Cleaning & Porter Service order form will be included in the Exhibitor Service Manual.

The use of any and all mechanical devices, power machines or lifts other than hand tools is prohibited on the show floor. Champion will have forklifts available for freight movement and/or the setting of headers for booth display. Lifts provided by exhibitor-appointed contractors will not be permitted on the show floor.

Exhibit Installation

April 30	1:00pm – 6:00pm
May 1	8:00am – 6:00pm
May 2	8:00am – 2:00pm

The PAS reserves the right to order labor to set up any exhibit with large crates that is not in the process of being erected by 12:00pm on Saturday, May 2; smaller exhibits (10' x 10' or 10' x 20'), by 1:00pm. The exhibitor is liable for this labor.

All exhibit installation, including product literature and displays, must be completed by 2:00pm on Saturday, May 2.

Exhibit Dismantling

May 4	1:15pm – 8:00pm
May 5	7:00am – 5:00pm

Dismantling or packaging can begin only after the close of the Technical Exposition. For a full explanation of the early dismantling policy, please review "2009 PAS Rules & Regulations."

All exhibits must be removed from the Baltimore Convention Center by 5:00pm on Tuesday, May 5.

Personal Unloading/Reloading of Exhibits

All exhibit materials being personally delivered by vehicle to the Baltimore Convention Center must be unloaded/reloaded at the loading dock. Exhibitors using loading docks must unload their vehicles promptly and then deliver their materials to the booth area using designated entrances. An exhibitor may move materials that can be hand-carried by one person in one trip without the use of dollies, hand trucks or other mechanical equipment. Unions claim jurisdiction under all other circumstances.

Tipping

Champion Exposition Services requests that exhibitors not tip Champion employees. They are paid excellent wages, and Champion feels that tipping is not necessary. This applies to all Champion employees and subcontractor employees.

Service Desk

An Exhibitor Service Desk (manned by Champion Exposition Services) will open April 30 at 1:00pm and will be located in the Exhibit Hall. Exhibitors may come to the Service Desk to verify, check and adjust their requirements for installation, furniture, equipment and other auxiliary services. The Exhibitor Service Desk will be available daily through installation, show and dismantling.

Exhibitor Service Manual

Your Exhibitor Service Manual, containing order forms for the most often needed exhibitor services, will be available in February 2009.



Official Contractor and Services

Independent Contractors

Exhibitors who plan to use the service of anyone other than the official service contractor (independent contractors) must notify the PAS Exposition Office and Champion Exposition Services and provide an original Certificate of Insurance no less than 30 days prior to the show. Independent contractors must abide by all rules and regulations set forth by the PAS and the Baltimore Convention Center.

Independent contractors must:

- ❖ Perform all services in a professional manner in accordance with the exhibition "2009 PAS Rules and Regulations."
- ❖ Not engage in solicitation of business on the exhibit floor for present or future conventions.
- ❖ Confine operation to the exhibit area of their client(s), or in areas specifically designated by the PAS. The exhibit floor, aisles, loading docks and service/storage areas will be under the control of the official service contractor. The exhibitor-appointed contractor must coordinate all activities with the official service contractor.
- ❖ Provide an original Certificate of Insurance to the PAS Exposition Manager 30 days prior to the show dates. The insurance certificate must prove the policy will be in effect during the installation and dismantling dates. Comprehensive general liability insurance against claims for bodily injury or death and property damage of not less than \$1million for each occurrence and an active workers' compensation insurance policy covering all permanent employees and temporary labor hired to perform work on this event are required. **The certificate must name the Pediatric Academic Societies and Champion Exposition Services as certificate holders and as an additional insured.**
- ❖ Order decorator labor in advance, either with the official service contractor, or directly from the union. Exhibitors who hire labor other than through Champion Exposition Services for their booth installation and dismantling must notify Champion of their I&D staff in writing not less than 30 days in advance of the event.
- ❖ Upon arrival, check in at the Exhibitor Service Desk (manned by Champion Exposition Services) to obtain work badges to enable personnel to work on the exhibit floor.

Please ensure that your booth setup staff or companies setting your display receive the labor guideline information.

Exhibit Supervision

Please refer to the information provided in the Exhibitor Service Manual for further information and pricing on exhibit supervision labor and rates.

Specialty Contractors Registration

To enable insurance coverage to be verified and access to the Exhibit Hall authorized, exhibitors must notify the PAS if a contractor not included in the Exhibitor Service Manual will be servicing the exhibit. This includes exhibit designers and builders, audiovisual and computer suppliers, florists, security firms, photographers, etc. All rules and deadlines contained under "Independent Contractors" apply.

The PAS will work only with the exhibiting company, as the contract for exhibit space is between PAS and the exhibiting company. Communication with non-official or exhibitor-appointed contractors is the responsibility of the exhibiting company.

Contractor Personnel Badges

All personnel working within the Baltimore Convention Center must be wearing, in an easily visible location, a photo identification badge issued either by their employer or by the union dispatching the labor. Colored stickers specific to the day's activity must also be issued to each worker by the employing contractor and worn visibly. Anyone not wearing these items as specified can be denied admittance to the Baltimore Convention Center.

Shipping Instructions

**Advance Shipping Deadline:
April 23, 2009**

Champion Exposition Services has been selected to receive, warehouse, transfer and handle all exhibits. For advance shipments, exhibitors must ship all displays, **ALONG WITH BILL OF LADING**, for arrival no later than April 23.

Advance shipments should be sent to:

2009 Pediatric Academic Societies
Booth # (insert)
CHAMPION EXPOSITION SERVICES
c/o Yellow Freight Systems
2301 Hawkins Point Road
Baltimore, MD 21226

*Note: The above is in reference to advance shipments only.
Collect shipments will not be accepted.*

**Direct Shipping:
Not Before April 30, 2009**

Direct shipments should be sent to:

2009 Pediatric Academic Societies
Booth # (insert)
CHAMPION EXPOSITION SERVICES
Baltimore Convention Center, Hall F
One West Pratt Street
Baltimore, MD 21201

Standard Booth Construction

All linear booths are 100 sq ft (10' x 10') unless otherwise noted. Booths have a back wall drape that is 8' high, with sidewall drapes that are 3' high.

Total height of exhibits (including decorations) may not exceed 8'3" in height. All display fixtures more than 4' in height and placed within 10 linear feet of an adjoining exhibit must be confined to that area of the exhibitor's space that is at least 5' from the aisle line.

Island Booth Construction

An island booth exhibit is a display in four or more standard booth units with aisles on all four sides. Full use of the space is permitted, but the design of the booth must allow for see-through visibility and accessibility from all four aisles. An island booth exhibit may be made by selecting any full block of numbered booths.

No drapery is provided for island booths. Island booths exceeding 20' in height will require prior special approval. Island booths may occupy 100% of the rental space, but **must** maintain see-through visibility and accessibility from all four aisles. A sketch of the island booth **must** be submitted to the Official Decorator and/or the Baltimore Convention Center at their request. If sketches are not submitted and the construction is determined to be in violation of the above restrictions, the PAS has the right to prohibit the assembling of the booth.

PAS Show Management reserves the right to request the Service Contractor to begin setup on any booth larger than 10' x 20' that has not begun construction/setup by 12:00pm, May 2, at the exhibiting company's expense. The Service Contractor will be directed to begin setup on smaller booths (10' x 10' or 10' x 20') at 1:00pm, May 2. There will be no exceptions to this rule. Invoices for labor and materials will be billed directly to the exhibiting company.

Booth Construction - General

Exposed unfinished sides or exhibit backgrounds must be draped to present an attractive appearance. Close-off drapery will be provided at no charge to the exhibitor.

Booth carpeting is **mandatory** and is the responsibility of the exhibiting company. Aisle carpet color will be black.

The exhibits will be inspected at 12:00pm on Saturday, May 2. At this time the decorator, with the approval of the PAS Exposition Manager, will provide draping and booth carpeting as deemed necessary. Any charges incurred will be the responsibility of the exhibitor.

Booth cleaning is mandatory after move-in and is not included in the exhibit rental fee. The PAS has the right to order cleaning if booth appearance is unsightly. Cost will be charged to the exhibiting company.

Electrical requirements, projection requirements and all furniture and accessories are the responsibility of the exhibiting company.

Order forms for the above services and equipment will be included in the Exhibitor Service Manual, which will be available online to confirmed exhibitors in February 2009.

Booth Signage

A two-line 7" x 44" identification sign (in black and white) will be provided, giving the exhibitor's name and booth number.

Hanging Signs

Hanging signs are not permitted at the PAS Exposition without submission of drawings and/or photographs and the prior approval of PAS Show Management.

Facility Information

The Baltimore Convention Center has been designed to meet all power needs and service requirements of exhibitors. These services include:

- ❖ Island Booths: Restricted to 20' unless prior special approval received (double-decker booths, display vehicles, etc. also need prior authorization)
- ❖ Ceiling Height: Minimum of 34 feet (10.4m)
- ❖ Telephone outlets
- ❖ Utility Box – Includes electrical power, compressed air, water, and wastewater drains.
- ❖ Load limit for the Exhibit Hall is 350 lbs. per net square foot
- ❖ There are four freight elevators. The freight and service elevators are located on the south side of the facility. Public passenger elevators may not be used to transport equipment or exhibit materials. All show freight and equipment will be transported on the freight elevators.

Elevator Dimensions

Small Freight West Side (2)

Door Clearance	7' 11" high
Clearance Width	4' 11" wide
Clearance Depth	8' 5" long
Weight Load	9,000 lbs.

Large Freight West Side

Door Clearance	9' 11" high
Clearance Width	9' 11" wide
Clearance Depth	21' 8" long
Weight Load	13,000 lbs.

Business Center

The Baltimore Convention Center provides business center services located on the 300 Level adjacent to the Pratt Street Lobby. Services include photocopying, faxing, word processing, shipping (hand carry items only), computer access and rental, notary public and cellular phone leasing.

Tentative hours of operation are Saturday-Tuesday (May 2-5), 8:30am - 5:00pm. For further information, please contact the business center at 410-649-7000 or visit their website at www.bccenter.org/index.php?target=63

Vendors

Following is the contact information for the vendors contracted for the 2009 PAS Annual Meeting. Appropriate order forms will be available in the Exhibitor Kits scheduled to be emailed in February 2009.

Audiovisual

Amy Goetz
 Audio Visual Management Group
 3310 Matrix Drive, Suite #200
 Richardson, TX 75082
agoetz@avmg.com
 Phone: 214-343-2864
 Fax: 214-349-4658

Catering

Deborah Duket
 Senior Sales Manager
 Aramark
dduket@bccenter.org
 Phone: 410-649-7124

Electrical

Information will be available in the Exhibitor Kit to be received in February 2009 or visit the PAS website at www.pas-meeting.org.

Florist

Information will be available in the Exhibitor Kit to be received in February 2009 or visit the PAS website at www.pas-meeting.org.

Travel Agency (Airline Reservations & Car Rental)

PAS Travel Center
 On-line: www.meetings.pastvl.com
 On-call/Phone: 800-952-8062
 Agent Hours: 7:00am-6:00pm CT Monday-Friday
 PAS Travel Center Team: Amber, Kim, Lisa and Sara
 View additional information on Housing & Transportation link

Photography

Information will be available in the Exhibitor Kit to be received in February 2009 or visit the PAS website at www.pas-meeting.org.

Security

Information will be available in the Exhibitor Kit to be received in February 2009 or visit the PAS website at www.pas-meeting.org.

Telecommunications/Internet

Information will be available in the Exhibitor Kit to be received in February 2009 or visit the PAS website at www.pas-meeting.org.