

## Shipping Information

Towing & Recovery Management Summit  
DoubleTree Union Station  
St. Louis, MO  
June 15-17, 2016

Advance Receiving Deadline  
Monday, June 6, 2016

**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 #  
Paramount Convention Services  
5015 Fyler Ave.  
St. Louis, MO 63139  
Towing & Recovery Management  
Summit

**ADVANCE RECEIVING DEADLINE:**  
Monday, June 6, 2016

**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:

Name of Exhibiting Company & Booth #  
C/O Paramount Convention Services  
DoubleTree Union Station  
Midway  
1820 Market St.  
St. Louis, MO 63103  
Towing & Recovery Management Summit

**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 in regard to shipping procedures. Please read the shipping and material handling information thoroughly.

## OUTBOUND SHIPPING

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

**Paramount Convention Services**

**Phone: 314-621-6677**

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

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