

Dear Exhibitor,

We are pleased to inform you that Paramount Convention Services, Inc. has been selected as the Official Service Contractor for the NCCHC Conference, May 22-24, 2011, being held at the Sheraton Phoenix Downtown Hotel in Phoenix, Arizona. The following information is provided to assist you in planning your participation in this event.

The exhibitor service kit contains important information and order forms with regard to a variety of services, and is found in PDF format on our website at [www.paramountcs.com](http://www.paramountcs.com). Please review all forms carefully. It is important to provide all required information for both online and faxed orders so services may be provided in an efficient and timely manner. Please note, your order will not be processed without a credit card on file. In order to take advantage of advance rates, all orders should be received by the appropriate vendor by the advance order date.

**IMPORTANT: Your Login Information will be sent to your e-mail account immediately following this e-mail. If you do not receive the e-mail with your Login information, please follow the “Steps to Obtain Your Login Information” below. PLEASE CHECK YOUR E-MAIL ACCOUNT FIRST.**

\*To navigate the exhibitor kit you may use the Bookmark/Exhibitor Kit Index option, selecting the specific pages you would like to view. If you do not wish to print the whole exhibitor kit or are having difficulty printing the exhibitor information, you may use the print dialog screen to print specific pages. You may print the current page or print the range of pages desired.

### **FOLLOW THESE STEPS TO ORDER ONLINE**

- Access the Paramount Convention Services website address: <https://www.paramountcs.com>.
- Enter your Login ID & Password information in the lower left-hand corner and click Sign In (*we suggest using the Copy and Paste functions to enter your Login ID and Password as our site is case sensitive*).
- You will be prompted to change your password, do so and click Change Password.
- Complete the required information to set up your online account.
- Select the items/services you wish to order.
- When you are finished with your order, click “I am done editing my order, please log me out” located on the right margin of your screen.
- Once logged off, a confirmation e-mail will be sent to your account listing your current order.
- You may return at any time before **May 9, 2011** to edit or add to your order at the advance prices.

### **FOLLOW THESE STEPS TO ORDER BY FAX**

- Access the Paramount Convention Services website address: <https://www.paramountcs.com>.
- Choose Exhibitor Services from the page directory options.
- Enter the four digit show code, **5145**, in the space provided and click GO.
- Click on the Complete Exhibitor Service Kit icon to download the full service kit.
- Fill out the appropriate forms and fax them to the Paramount offices at 314-621-6416.

**Please check your e-mail account for your LOGIN INFORMATION before proceeding with the following steps, if you have not received this information then continue with the below instructions.**

### **FOLLOW THESE STEPS TO OBTAIN YOUR LOGIN INFORMATION**

- Access the Paramount Convention Services website address: <https://www.paramountcs.com>.
- Choose Exhibitor Services from the page directory options.
- Enter the four digit show code, **5145**, in the space provided and click GO.
- Fill out the fields under Request Login, click Submit Request.
- Your Login Information will be sent to the e-mail address you have provided.

We look forward to working with you on a successful convention. If you should have any questions or need any additional information, please contact your show coordinator, Leigh Everett at 314.621.6677, via email at [leverett@paramountcs.com](mailto:leverett@paramountcs.com), or go to our web site at <https://www.paramountcs.com>. Thank you and enjoy the day!