

PARADYM EVENTS

What we do..... CREATE MAGIC

PARADYM EVENTS is a full service event décor company specializing in creating unique events. We are versatile with our DESIGNS and produce a variety of themes, décor, and special touches to any event. We strive to focus on the needs and desires of our clients and couple those goals with our CREATIVITY and CUTTING EDGE DESIGNS. Our talented staff is constantly challenging their imagination striving to create ORIGINAL and INNOVATIVE ideas.

Our Goal is to..... CREATE ENVIRONMENTS

CREATIVITY is what sets Paradym Events apart from others. We view themes in a different light. We CUSTOMIZE décor with our own hands. We create MAGIC. IMAGINATION keeps us striving for IMPACT. We use our skills in fine arts, lighting, floral design, construction, and sculpture to produce the UNIQUE and stylish event you envision.

INNOVATION ~ CREATION ~ TRANSFORMATION

At PARADYM EVENTS, we stress the fact that your event is exactly that, YOUR EVENT, not ours! That is why it is important for us to ensure that your VISION becomes a reality. Any where, any time, any place, let us CREATE your corporate events, holiday parties, picnics, auctions, trade shows, fund raisers, specialty weddings and much, much more! A PARADYM can be defined as "a simple solution to a complex problem." We understand the stresses involved with planning any event. That is why we are here; to allow YOU to be YOU, and us to be PARADYM.

The CREATIVE PROCESS....is Just the Beginning

The process begins with a collaborative meeting that allows us to learn your needs and wants and just get to know each other. You will meet our DESIGNER, allowing you direct access to creative talent and imagination. We will discuss ideas, expectations, spending plans, event specifics and your overall VISION. You will be able to look through our portfolio and information packet but most importantly, you can evaluate our professionalism, ENERGY, and level of service in-person! After the meeting, you will receive a proposal and an estimate, which brings together all of elements inspired by our tête-à-tête. This is where our CREATIVITY SHINES and your vision is raised to a level of which you've never dreamed. We want you to be confident that the DESIGN fulfills your every expectation and will continue to fine-tune each detail until it is tailored to YOUR EVERY DESIRE.

TRADE SHOW CHECKLIST

LOCATION

- Facility
- Show Hall(s)
- Ballroom(s)
- Breakout Room(s)
- Staff Lunches
- Staff Amenities
- Parking – Pre Pay
- Vendor Selection

CITY

- Hotels
- Transportation Needs
- Airport
- Restaurants
- Off-Site Location Needs
- City Permits/Fire Marshal
- Parking

TRADE SHOW

- Date(s) Selection
- Budget/cost factors
- Theme/Colors
- Décor Ideas
- Event Website
- Event Advertisement
- Pre-Registration
- On-site Registration
- Registration Booths
- Badges
- Vendor Database
- Collateral
- Security Needs
- Specialty Rentals – Porto Potties ect.
- Timelines – pre and post event
- Entrance
- Pipe and Drape, Carpet
- Tables/Chairs
- Trashcans and Disposal Costs
- Freight/forklift needs
- Signage & Rigging
- Graphics
- Floor Plan/Layout
- Power Needs *
- Specialty Needs – Gas, water
- Phone/Internet Access, Wi-Fi
- A/V, Lighting, Sound. Specialty Video
- Staging
- Event Staffing

MISC.

- Evening Client Events/Parties
- Awards
- Staff Apparel
- Staff Break and Meeting Room
- Shipping and Receiving
- Vendor Move In Schedule
- Sponsorship(s)
- Booth Layout and Design
- Lead Generation & Capture
- Post Event Data Collection (KPI's)
- Specialty Staffing
- Move-out Requirements
- Facility Timelines

COVID-19

- Mask Distribution
- Had Sanitizer Stations
- Social Distancing Guidelines

NOTES

*Note: Most locations will not allow you to use your own power cords or surge protectors. When ordering power needs be aware you will have to order these items also.

Things to be aware of to make your show easier.

Booth Décor/Design

Having a booth that represents you or your company is key. Factors to consider on booth design, is this a onetime event, local event, booth size, impact factor. If you are only going to have a tradeshow once a year or your budget is limited, hiring a local company to design, build and install might be the best option. For large scale booths, or ones that travel, having a modular booth that can be easily shipped and setup can be key. Talk with an experience Event Production Company to learn more about options that would best meet your needs.

Is there a standard booth size?

A typical booth is sold as a 10' wide by 10' deep. It is a standard "pipe & drape" booth with a curtain backdrop that is 8' tall x 10' wide, flanked by two similar side panels that are 3' tall by 10' deep. Venue configuration can result in a different booth size. The booth size and number is determined by show management and typically appears in the contract you receive when you sign up to exhibit at a show.

Booth Cleaning

The show management company will vacuum your booth prior to the start at no cost. If the tradeshow is a multiday event, your trash will be picked up and booth vacuumed every night. This cost is charged either by the Convention Center or by the Show Management Company. If the hall is union, you will not be able to do this services yourself.

What is the difference between advance price and floor price?

Materials ordered with full payment up to two weeks prior show in most cases can qualify for a discounted pricing, this depends on the show and show management. Orders received after this date or on show site are provided at the standard price. Rush fees might be charged depending on when you order need the services. Gas and Water services must be ordered prior to the event to ensure the facility can run services to your booth. If they are ordered just prior (1 to 2 days before opening or longer depending on show size) there is a good chance these services will not be available.

What is drayage?

Drayage, also known as Material Handling, is a service provided by the show contractor to exhibitors which includes the unloading of your shipment, transporting it to your booth, storing and returning empty crates and cartons, and reloading your shipment onto your designated outbound carrier at the close of the show. Material Handling may occur at an advance warehouse or show site loading dock. Exhibitors pay a fee for this service, which varies depending upon where and when the shipment arrives and when it is unloaded. Material Handling fees are paid to the show contractor and are separate and independent of freight transportation charges, which are paid to a freight carrier (e.g, YRC, Roadway, FedEx Freight).

What is CWT?

Material Handling fees are calculated on a CWT basis (per hundred weight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling, and the time of day. Be sure to review these costs when you prepare your show budget. You may contact your shows exhibitor's service rep in advance to get an estimate of these charges.

Can I set up my own booth?

In a vast majority of cities, exposition halls are governed by existing union's contracts. Although exhibitors may supervise and direct local labor, actual installation and dismantling of your exhibit must be performed by the appropriate labor union. If you have a "pop-up" booth that requires little time and no tools, you will usually be able to set this type of booth yourself as long as you are an employee of the exhibiting company. Portland and Seattle at this time is are non-union halls, but depending on the show and scale of your booth, hiring labor might be time saving and a cost effective measure.

Can I move in early? / Can I remain in the exhibit hall to complete set up?

Understandably you might want to set up your booth as quickly as possible or you might need a little extra time assembling your exhibit; however, you would need to receive permission from the show management for an early move-in or to extend your stay. An exhibitor services company might have jurisdiction over the loading docks during move in and move out, most will work with the show management as best we can to accommodate your request.

Labor, can I use my own?

You are allowed to hire your own installation company if you wish. This type of company is referred to as an Exhibitor Appointed Contractor (EAC) or Non Official Contractor and you will need to make sure the appropriate forms and insurance certificate are filled out prior to show date. This is also dependent on Union or Non-Union locations.

Do I need to be present for the work to take place?

Exhibitors have two options to order labor – Exhibitor Services Company Supervised or Exhibitor Supervised.

- A) Exhibitor Services Company Supervised – For a fee, they will supervise the installation of your exhibit in your absence to create a turnkey booth.
- B) Exhibitor Supervised – A representative from your company must check in at the labor desk to pick up scheduled workers. Your employee is then responsible for supervising all work performed.

Empty containers during the show?

If you have crates or boxes that you will need to pack up your booth equipment in at the end of the show, make sure to place empty stickers (which are available from the Exhibitor Services Desk) on them as soon as they are empty. Empty containers will be removed from the floor and stored until the close of the show. You may or may not have access to empty containers during the show. If you must have access to your containers during the show, work with Exhibitor Services to ensure ease of access. In most cases empty containers may not be stored in your booth during the show as it is a fire hazard. Depending on show management there can be a cost for this service. Exhibitor Service Company can provide you with these costs in advance.

Trash

If you leave items behind after the show you can be charged a disposal fee. If you have any questions contact Exhibitor Services.

If you have any questions, or need assistance please let us know.