



EXHIBITOR SERVICE KIT

**2018 Deep South Turf Expo
Mississippi Coast Convention Center
Biloxi, MS
November 27 - 28, 2018**

SHOW SCHEDULE

<u>Heavy Equipment Move In:</u>	Tuesday	November 27, 2018	8:00 AM – 10:00 AM
<u>General Exhibitor Move In:</u>	Tuesday	November 27, 2018	10:00 AM – 4:00 PM
	Wednesday	November 28, 2018	8:00 AM - Noon
<u>Show Hours:</u>	Wednesday	November 28, 2018	Noon – 5:00 PM
<u>Show Closes:</u>	Wednesday	November 28, 2018	5:00 PM
<u>Show Dismantle:</u>	Wednesday	November 28, 2018	5:00 PM
<u>Show Specifications:</u>	Booth Size:	10' wide x 10' deep	

Drapes will be hunter green and ecru.
Dividers will be ecru.
Skirts will be black.
The exhibit hall is not carpeted.

Show Furnishings: The following furnishings are automatically provided with your paid booth space.

8' high back drape and 3' high side dividers
(Please do not pin, tape or staple anything to this fabric)
One 7" x 44" identification sign with company name
One 6' 30" high skirted table with black skirt
Two chairs

EXHIBITORS ARE NOT ALLOWED TO DISPLAY MATERIALS OUTSIDE OF THEIR DESIGNATED BOOTH SPACE

Electrical service is not included with the rental of your booth space.

If you need additional furnishings, electrical or material handling services, they can be ordered by completing the order forms included in this packet from Convention Display Service, Inc. and submitting them to CDS by Monday, November 19, 2018.

Please contact Brooke Fuller at brooke@cds1958.com or 601-948-4228 with any questions.



TIPS & GENERAL INFORMATION

Deep South Turf Expo
November 27 - 28, 2018

Ordering Trade Show Services

- Phone orders are not accepted.
- CDS requires full payment at the time services are ordered. Orders received without full payment or purchase order will not be processed.
- A credit card must be placed on file with all orders, regardless of method of payment method.
- Please ensure that your credit card information is complete and accurate, including the expiration date.
- Please note order deadlines on each form.
- Please include your complete customer information on **each** form submitted including company name, contact name, address with zip code, phone and fax numbers, e-mail addresses, and booth number, if known.
- If you have multiple booth locations, please complete separate order forms for each location.
- Orders faxed or e-mailed after normal working hours or on the weekend will be not be received until the next business day.
- All CDS equipment placed are on a rental basis and shall remain the property of Convention Display Service, Inc. Vendors will be held financially responsible for damage to CDS equipment while being used by vendor
- No refunds on items cancelled after placement. No credits or adjustments will be considered unless approved by CDS on site.

Sales Tax Exemption

- If you are claiming Mississippi sales tax exemption, a copy of the Sales Tax Exemption Certificate issued by the Mississippi State Tax Commission must accompany each order.
- Your resale certificate is not proof of sales tax exemption status!
- Taxes vary by location and will be added to your order unless a Certificate of Exemption is received.

Inbound – Move In

- | | | | |
|---------------------------|-----------|-------------------|--------------------|
| • Heavy Equipment Move In | Tuesday | November 27, 2018 | 8:00 am – 10:00 am |
| • General Move In | Tuesday | November 27, 2018 | 10:00 am – 4:00 pm |
| | Wednesday | November 28, 2018 | 8:00 am – Noon |
- Confirm your advance order has been received by Convention Display Service.
 - Confirm target shipping dates and communicate them to your freight carrier. Refer to the shipping information in the exhibitor packet for deadline dates, shipping addresses, material handling charges, policies, etc.
 - Provide your carrier explicit information as to where and when to check in, marshalling yard information, etc. Delivery and pick up times are often out of the range of the “normal” delivery hours, make sure your carrier is committed to meeting your target dates and times. While making shipping plans to the show, remember to also plan for the return shipment.
 - Make sure all pertinent shipping information is given to your company representative who will be at the show site: carrier name, carrier phone number, items shipped, tracking number of shipment and a weekend contact for the carrier, along with the contact information of the person who made the shipping arrangements.
 - After emptying your crates/boxes/cases, please attach empty stickers to all items. Notify the CDS Service Desk your items are ready to be moved to storage.

Outbound - Move Out

- Exhibiting firms are responsible for making certain that shipments are re-packed, labeled and properly executed shipping documents are tendered to CDS before departing show floor.
- Exhibiting firms not using the preferred motor carrier, ABF Freight System or FedEx Air, are responsible for scheduling carrier pickups.
- If a carrier fails to arrive within the allotted time, CDS reserves the right to clear the floor and re-route shipments via ABF Freight System. CDS assumes no liability for such removal or re-routing.



CREDIT CARD BILLING AUTHORIZATION & PAYMENT November 27 - 28, 2018 Deep South Turf Expo

PAYMENT POLICY: CDS requires payment in full, including applicable tax, when orders are submitted.

You may choose to pay by credit card or check, however, CDS requires that a credit card authorization be placed on file with your order. Your onsite representative must be made aware of this policy and have a means of payment unless there is a credit card on file.

Otherwise services will be denied.

ORDERS RECEIVED WITH PAYMENT BY STATED DUE DATE QUALIFY FOR THE DISCOUNTED ADVANCE ORDER RATE.

CDS will not be responsible for missed deadlines or processing delays resulting from payments mailed separately from order forms.

NO REFUNDS WILL BE GIVEN FOR SERVICES NOT USED OR CANCELLED AFTER INSTALLATION.

Questions, problems or discrepancies must be reported during exhibitor set up. No credits or adjustments will be considered after the show closes.

Checks must be made payable to Convention Display Service and drawn on a U.S. Funds Account.

Purchase Orders are NOT considered payment.

Please enter total cost from each page on appropriate line

Standard Furnishings

Electrical Service

Carpet

Labor

Booth Cleaning

Material Handling

Aerial Hanging

Sub Total \$ _____

Sales Tax \$ _____

Grand Total \$ _____

Convention Display Service, Inc. Federal ID #64-0656926
CDS is exempt from backup withholding tax

Email address for receipt: _____

Pre-Order Deadline Date for advance price: November 19, 2018

Orders received after Nov. 19th will be processed at floor price

CREDIT CARD AUTHORIZATION IS FOR USE BY
CONVENTION DISPLAY SERVICE, INC. ONLY

CREDIT CARD AUTHORIZATION – complete all information

☐ American Express ☐ MasterCard ☐ Visa ☐ Discover

Account # _____ Verification Code _____

V-Code: _____ MasterCard, Visa, Discover = 3 digit on back; American Express = 4 digit on front

EXP. DATE _____

PRINT CARDHOLDER NAME _____

CARDHOLDER SIGNATURE _____

BILLING ZIP CODE _____

FOR YOUR CONVENIENCE, CDS WILL USE THIS AUTHORIZATION TO CHARGE YOUR ACCOUNT FOR SERVICES, INCLUDING LABOR, FREIGHT, OR OTHER MISCELLANEOUS SERVICES NOT COVERED BY YOUR INITIAL PAYMENT.

I agree in placing this order that I have accepted CDS' terms and conditions

Company Name _____

Address _____

City _____ State _____ Zip _____

Authorized Contact _____ Title _____

Phone (____) _____ Fax (____) _____

x Authorized Signature _____ E-Mail address _____

**Return To: CONVENTION DISPLAY SERVICE, INC., P. O. BOX 13387, JACKSON, MS 39236-3387 OR
908 LARSON STREET, JACKSON, MS 39202 / FAX: 601-948-3824 OR E-MAIL TO BROOKE@CDS1958.COM**



Deep South Turf Expo Show Special

This order form and payment **MUST** be returned to Convention Display Service, Inc. with payment in full including tax, no later than **November 19th** to take advantage of this show special. This special rate will **NOT** be available after November 19th

ABSOLUTELY NO SUBSTITUTIONS OR SWAPS

ORDER NOW!

ONE 9' x 10' CARPET
ONE 9' x 10' CARPET PAD

\$82.00
Discount Price

\$103.00
Standard Price

PLEASE SELECT CARPET COLOR:

☐ GRAY MIST ☐ BLACK

OF SHOW SPECIALS ORDERED _____

Subtotal \$ _____

Add 7 % Tax \$ _____

TOTAL \$

Please type or print

Company Name _____ Contact Person: _____

Address: _____

City: _____ Zip _____

Phone: (____) _____ Fax: (____) _____ E-mail _____

Booth # _____

Signature: _____

**Return To: CONVENTION DISPLAY SERVICE, INC., P. O. Box 13387, JACKSON, MS 39236-3387 or
908 LARSON STREET, JACKSON, MS 39202 / FAX: 601-948-3824 (CREDIT CARD ORDERS ONLY)**

Email to brooke@cds1958.com



FURNITURE & ACCESSORIES

Show: Deep South Turf Expo
Discount Deadline: November 19, 2018

Qty	Description	Advance Price	Floor Price
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Skirted Tables 24" wide x 30" high

Includes white vinyl top & pleated skirt on 3 sides

___ Skirted 4' table*	\$ 55.00	\$ 75.00	___
<i>Note *4' skirted table is skirted on 4 sides</i>			
___ Skirted 6' table	\$ 75.00	\$100.00	___
___ Skirted 8' table	\$ 95.00	\$125.00	___
___ 4 th Side Skirting, Optional	\$ 20.00		___

Skirted Tables 24 "wide x 42" high (counter height)

Includes white vinyl top & pleated skirt on 3 sides

___ Skirted 4' table *	\$ 80.00	\$100.00	___
<i>Note *4' skirted table is skirted on 4 sides</i>			
___ Skirted 6' table	\$ 95.00	\$125.00	___
___ Skirted 8' table	\$110.00	\$145.00	___
___ 4 th Side Skirting, Optional	\$ 35.00		___

Table Skirts Will Be Black

Un-Skirted Tables 24" wide x 30" high

___ 4' table	\$ 30.00	\$ 38.00	___
___ 6' table	\$ 35.00	\$ 44.00	___
___ 8' table	\$ 40.00	\$ 52.00	___

Un-Skirted Tables 24" wide x 42" high

___ 4' table	\$ 35.00	\$ 44.00	___
___ 6' table	\$ 41.00	\$ 52.00	___
___ 8' table	\$ 55.00	\$ 75.00	___

Seating

___ Black Folding Chair	\$ 15.00	\$ 20.00	___
___ Arm Chair	\$ 50.00	\$ 65.00	___
___ High Stool	\$ 55.00	\$ 70.00	___

Note: Arm Chair & High Stool are covered in gray fabric with lightly padded back and seat

Qty	Description	Advance Price	Floor Price
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Accessories

___ Aluminum Floor Easel	\$ 30.00	\$ 40.00	___
___ Wastebasket	\$ 15.00	\$ 20.00	___
___ 8' Post & Base Unit	\$ 12.00	\$ 12.00	___
___ Extender Rod	\$ 6.00	\$ 6.00	___
___ 8' h drapes per lin ft	\$ 5.00'	\$ 6.00'	___
___ 3' h drapes per lin ft	\$ 3.00'	\$ 4.00'	___

Note: show colors prevail for additional drape ordered

The following are available by advance order only

___ 4' x 8' Chrome Gridwall panel	\$ 75.00	___
___ Pegboard Vertical Mount*	\$ 90.00	___
___ Pegboard Horizontal Mount*	\$ 90.00	___

*Note: 4 x 8' brown pegboard sheets with 1/4" holes

Mounting accessories for pegboard & gridwalls not provided

___ Literature Rack	\$ 25.00	___
___ Bag Stand	\$ 25.00	___
___ Lollipop Stand – chrome	\$ 25.00	___
___ Round Pedestal Table**	\$100.00	___

**Note: 30" diameter x 30" high light grey top – limited quantity

Single Tier Table Risers 12" wide x 12" high

___ 6' covered – white	\$ 39.00	___
___ 8' covered – white	\$ 46.00	___
___ 6' without cover	\$ 21.00	___
___ 8' without cover	\$ 26.00	___

Total all items ordered on this sheet \$ _____

Add 7% tax \$ _____

Total Payment Enclosed \$ _____

Return to: **Convention Display Service**
P. O. Box 13387
Jackson, MS 39236-3387
or
Street Address 908 Larson Street
Jackson, MS 39202
Fax 601-948-3824
Email brooke@cds1958.com

Company Name _____ Booth Number _____

Contact Name _____ Title _____

Mailing Address: _____ City _____ State _____ Zip _____

Phone (____) _____ Fax (____) _____

X Authorized Signature _____ E-mail: _____



ELECTRICAL SERVICE

Show: Deep South Turf Expo
Discount Deadline: November 19, 2018
Phone Orders Not Accepted

Connectors have one plug. Exhibitors will need to provide their own extension cords and/or power strips.

All electrical connections must be made by the contractor to conform to the electrical code. Wall outlets, post or floor outlets are not a part of booth space. All booths are individually checked during show to determine actual users of power. Exhibitors found using power where no outlets have been ordered prior to show are subject to 1 ½ times normal rate for outlets used.

Qty	Description	Advance Price	Floor Price
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120 Volt Service

___ 500 Watts (5 Amps)	\$110.00	\$130.00___
___ 1000 Watts (10 Amps)	\$120.00	\$144.00___
___ 1500 Watts (15 Amps)	\$130.00	\$156.00___
___ 2000 Watts (20 Amps)	\$145.00	\$175.00___

Exhibitors ordering 208V connections must notify the CDS Service Desk when the equipment is set and ready for hookup.

Equipment requiring 208V connections needs to be able to be direct wired or if equipment has a molded plug, the exhibitor must provide the appropriate female receptacle.

208 Volt – Single Phase Service

___ 20 Amps	\$151.00	\$193.00___
___ 30 Amps	\$171.00	\$221.00___
___ 40 Amps	\$186.00	\$246.00___
___ 50 Amps	\$211.00	\$271.00___

208 Volt – Three Phase Service

___ 20 Amps	\$216.00	\$281.00___
___ 30 Amps	\$246.00	\$321.00___
___ 40 Amps	\$276.00	\$361.00___
___ 50 Amps	\$306.00	\$401.00___

<i>Total all items ordered on this sheet</i> _____
<i>Add 7% tax</i> _____
<i>Payment Enclosed</i> _____

Prices include delivery, installation, rental & removal.
All orders are governed by the CDS payment policy as stated in the exhibitor kit

NO REFUNDS WILL BE GIVEN FOR SERVICES NOT USED OR CANCELLED AFTER INSTALLATION.

Questions, problems or discrepancies must be reported during exhibitor set up. No credits or adjustments will be considered after the show closes.

Return orders to CDS at

P. O. Box 13387
 Jackson, MS 39236-3387
 or
 908 Larson Street
 Jackson, MS 39202

By e-mail to brooke@cds1958.com
 By fax to 601-948-3824

Company Name _____

Contact Name _____ Title _____

Mailing Address _____ City _____ State _____ Zip _____

Phone (____) _____ Fax (____) _____

X Authorized Signature _____ E-Mail: _____



STANDARD BOOTH CARPET

Show: Deep South Turf Expo
Order Deadline: November 19, 2018
Phone Orders Not Accepted

Use this form only if you are not ordering the Show Special for carpet.

Qty	Description	Advance Price	Floor Price
Standard Booth Carpet – 9' Wide			
___ 9' x 10'	Standard Carpet	\$ 63.00	\$ 83.00
___ 9' x 20'	Standard Carpet	\$126.00	\$166.00
___ 9' x 30'	Standard Carpet	\$189.00	\$249.00
Over 30' in length (price per linear foot)			
___ 9' x ___'	Standard Carpet	\$ 6.30'	\$ 8.30'
Standard Padding			
___ 9' x 10'		\$ 40.00	\$ 53.00
___ 9' x 20'		\$ 80.00	\$106.00
___ 9' x 30'		\$120.00	\$159.00
Over 30'in length (price per linear foot)			
___ 9 x ___'		\$ 4.00'	\$ 5.30'
Standard Carpet Color			
CHOOSE COLOR: <input type="checkbox"/> GRAY MIST <input type="checkbox"/> BLACK			

Prices include delivery, installation, rental, removal and taping across front edge

All orders are governed by the CDS payment policy as stated in the exhibitor kit

Visqueen Plastic Covering

Plastic Covering Per Linear Ft \$ 1.35

_____ linear ft @ \$ 1.35 per ft = \$ _____

Total cost of all items ordered on this sheet \$ _____

Add 7% tax \$ _____

Payment Enclosed \$ _____

Return to CDS at P. O. Box 13387
Jackson, MS 39236-3387

Street Address 908 Larson Street
Jackson, MS 39202

Fax 601-948-3824

Scan and e-mail brooke@cds1958.com

Cancellation Policy: NO REFUND FOR ORDERS CANCELLED AFTER INSTALLATION. No credits or adjustments will be considered unless approved by CDS on site. No refunds will be issued on site.

Exhibiting Firm Name _____ Booth # _____
Print Contact Name _____ Title _____
Phone (_____) _____ Fax (_____) _____
Email _____
x Authorized Signature _____

**Return To: CONVENTION DISPLAY SERVICE, INC., P. O. BOX 13387, JACKSON, MS 39236-3387 or
908 LARSON STREET, JACKSON, MS 39202 / FAX: 601-948-3824 (CREDIT CARD ORDERS ONLY)
Email to brooke@cds1958.com**



BOOTH CLEANING AND JANITORIAL SERVICES

**ORDER DUE BY
NOVEMBER 19, 2018**
PHONE ORDERS NOT ACCEPTED

The cleaning services provided by the Exhibit Hall include only a general sweeping of the aisles. If you wish special services as listed below, please complete this form and mail it with payment to Convention Display Service, Inc.

CHECK THE SERVICE REQUIRED All Rates Are Based On Gross Booth Area

**ONCE ONLY
CLEANING SERVICE**

☐ **VACUUMING OF BOOTH ONCE PRE-SHOW** @\$.30 Per Sq. Ft. \$_____

ONCE ONLY JANITORIAL

☐ **EMPTY WASTEBASKETS ONCE PRE-SHOW** @\$18.00 Per Booth \$_____

**NO REFUNDS WILL BE GIVEN FOR SERVICES NOT USED
OR CANCELLED AFTER INSTALLATION.**

Questions, problems or discrepancies must be reported during exhibitor set up. No credits or adjustments will be considered after the show closes.

TOTAL \$_____

Please type or print

Exhibiting Firm Name: _____ Contact: _____

Address: _____

City: _____ State _____ Zip _____

Phone: (_____) _____ Fax: (_____) _____

E-Mail: _____ Booth No _____

Convention or Show: **Deep South Turf Expo – Biloxi, MS**

Authorized Signature _____

**Return To: CONVENTION DISPLAY SERVICE, INC., P. O. Box 13387, JACKSON, MS 39236-3387 or
908 LARSON STREET, JACKSON, MS 39202 / FAX: 601-948-3824/
EMAIL TO: BROOKE@CDS1958.COM**



LABOR

ORDER DUE BY
November 19, 2018
PHONE ORDERS NOT ACCEPTED

LABOR RATES: \$45.00 per hour per man - straight time
\$67.50 per hour per man - overtime

One hour minimum per man. Rates quoted are based on prevailing wage scales and subject to change upon notice. All labor before 8:00 AM, after 4:30 PM weekdays, at any time on Saturday, Sunday and Holidays is considered overtime.

PLEASE INDICATE LABOR REQUIRED ACCORDING TO THIS SCHEDULE:

	NO. OF MEN	DATE	TIME	APPRX. HRS	AMOUNT DUE
INSTALL <input type="checkbox"/> ST <input type="checkbox"/> OT					
DISMANTLE <input type="checkbox"/> ST <input type="checkbox"/> OT					

<p><input type="checkbox"/> CDS SUPERVISION</p> <p>PROCEED WITH INSTALLATION at the earliest time. Exhibit will be installed on straight time whenever possible.</p> <p><input type="checkbox"/> Set up instructions enclosed with order</p> <p><input type="checkbox"/> Set up instructions with exhibit</p> <p>To insure an efficient and proper installation, set up instructions must be provided</p>	<p><input type="checkbox"/> EXHIBITOR SUPERVISION</p> <p>DO NOT PROCEED. Exhibitor's representative will call at Service Desk for labor at _____ <input type="checkbox"/>AM <input type="checkbox"/>PM</p> <p>No labor will be dispatched directly to the booth. Exhibitors must come to the service desk to sign out required number of men and return to the service desk upon completion of work to release labor. Starting time other than 8 AM cannot be guaranteed.</p>
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Please indicate the service desired. If procedure is not indicated, labor will not be assigned until exhibitor reports to the service desk. A one hour minimum per man will be charged if exhibitor does not pick up labor as specified.

A CREDIT CARD MUST BE PLACED ON FILE IF LABOR IS ORDERED.

PLEASE SUBMIT THE SEPARATE CREDIT CARD AUTHORIZATION FORM WITH LABOR FORM.

Please type or print

Exhibiting Firm Name: _____

Contact Person: _____

Address: _____

City: _____ State _____ Zip _____

Phone: (_____) _____ Fax: (_____) _____

E-mail _____

Convention or Show: Deep South Turf Expo – Biloxi, MS

Signature _____

Return To: CONVENTION DISPLAY SERVICE, INC., P. O. Box 13387, JACKSON, MS 39236-3387 or
908 LARSON STREET, JACKSON, MS 39202 / FAX : 601-948-3824 (CREDIT CARD ORDERS ONLY)
brooke@cds1958.com



2018 DEEP SOUTH TURF EXPO

IMPORTANT INFORMATION FOR AERIAL SIGN HANGING, RIGGER LABOR AND EQUIPMENT

- The minimum charge for labor is one hour per crew
- The minimum charge for a lift is one day
- Labor and equipment thereafter is charged by the hour per crew and per day for lift and will be determined by actual usage.
- Chain hoists, truss, rigging materials and special equipment must be ordered a minimum of two weeks in advance of show installation at an additional cost to be determined by requirements.
- Supervision for assembly and disassembly can be provided by Convention Display Service (CDS), or by your company representative, display house, independent or lighting contractor.
- For exhibitor supervised installation and dismantle, your representative will make arrangements for the crew at the CDS Service Desk and proceed with installation / dismantle. Upon completion, your representative will return the crew to the CDS Service Desk and approve the work order.
- For unsupervised installation and dismantle, CDS must have detailed assembly and hanging instructions
- All rigging must conform to Show Management rules and regulations and facility limitations
- Lift and crew cancelled within 24 hours of set up shall be charged a one hour cancellation fee per crew and the one day lift expense.
- Additional crew and/or equipment will be used if the facility, Show Management or CDS deems it necessary to safely complete the installation and/or dismantling of a job and will be charged accordingly
- Exhibitor shall hold harmless the facility, Show Management and/or CDS from any claims arising out of or pertaining to the installation and/or dismantling of anything hung from above
- It is the exhibitor's responsibility to make certain all material, process and procedure is properly insured against fire, theft, damage and all hazards while in transit, installation, dismantling, on show site and for the duration of the show. While it is understood that Convention Display Service, Inc. will use its best efforts to protect the exhibitor's property, it is not responsible for loss, theft or damage.



AERIAL SIGN HANGING & RIGGING 2018 Deep South Turf Expo

Straight Time: Monday-Friday 8 AM to 4:30 PM
Overtime: All other times Monday – Friday
All day on Saturdays & Sundays

**Order Deadline
November 19, 2018**

RIGGING RATES

Rates Do Not Include Sign Assembly

Crew \$ 234.00 per hour - straight time
\$ 351.00 per hour - overtime

Lift \$ 272.00 per day

CREWS ASSIGNED WILL CONSIST OF TWO AERIAL RIGGERS, ONE SPOTTER, AND ONE LIFT

	DATE	TIME	APPRX. HRS	RATE per crew & 1 Lift	TOTAL
SET UP <input type="checkbox"/> ST <input type="checkbox"/> OT					
REMOVAL <input type="checkbox"/> ST <input type="checkbox"/> OT					

☐ **CDS Supervised** Rigging & Hanging (OK to proceed) – Hanging instructions must accompany order. CDS accepts no liability for any work completed without such instructions

☐ **Exhibitor Supervised** (DO NOT PROCEED) - Exhibitor will pick up crew at CDS Service Desk

- ☐ Banner ☐ Sign describe _____
- Dimensions/Weight : Width_____ Length_____ Height_____ Weight_____
- Total number of items to be hung _____
- Number of feet from floor to bottom of sign/banner _____feet

**PLEASE REFER TO THE ATTACHED SHEET FOR IMPORTANT INFORMATION FOR AERIAL HANGING,
RIGGER CREW & EQUIPMENT**

A CREDIT CARD AUTHORIZATION MUST BE ON FILE IN ORDER FOR SERVICES TO BE RENDERED

Do you require sign assembly labor ☐Yes ☐No

Rates: \$54.50 per man per hour straight time / \$81.75 per man per hour overtime

Install	Date _____	Time_____	# Men_____	Apprx # of hrs _____	Total _____
Dismantle	Date _____	Time_____	# Men_____	Apprx # of hrs _____	Total _____

Detailed assembly instructions must accompany order

Assembly by Exhibitor is permitted

Exhibiting Firm Name: _____ Booth # _____

Print Contact Name: _____

Phone (____) _____ Fax: _____ E-Mail _____

Authorized Signature _____



**Deep South Turf Expo
Mississippi Coast Convention Center – Biloxi, MS
November 27 – 28, 2018**

SHIPPING AND MATERIAL HANDLING TIPS

It is the responsibility of the exhibiting company to arrange any and all shipments to the CDS advance warehouse or the Venue.

Exhibitors should make certain that all material is properly insured against fire, theft, damage and all hazards while in transit, to and from your booth, and for the duration of the show. While it is understood that Convention Display Service, Inc. will use its best efforts to protect the Exhibitor's property, it is not responsible for loss, theft or damage.

WEIGHT AND PIECE COUNT

Material handling charges are calculated by total weight of each delivery made to receiving dock via LTL Carriers. Consolidate your shipment whenever possible. Separate shipments received by CDS will not be combined. The appropriate charge applies to each shipment that CDS receives. Shipments arriving at the same time from different carriers are considered separate shipments. Please be aware that FedEx and UPS may split shipments resulting in CDS receiving multiple shipments.

BILLED WEIGHT is based on incoming weight, whether the material handling services by Convention Display Service are used completely or in part. The weight is rounded up to the nearest one hundred pounds (100 lbs.) and is taken from the INBOUND BILL OF LADING and/or the Certified Weight Ticket. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by Convention Display Service. These weights will prevail.
THERE IS A 200 lb. MINIMUM CHARGE ON ALL SHIPMENTS OVER 50 lbs.

Shipments received without individual carrier receipts (UPS, FedEx & other small package or specialized carriers) will be delivered to the booth without guarantee of piece count or condition. No liability will be assumed by CDS for such shipments.

A Credit Card Must Be On File If Material Handling Services Are Required.

ALL SHIPMENTS MUST ARRIVE FREIGHT PREPAID. COLLECT SHIPMENTS WILL BE REFUSED.

CDS MATERIAL HANDLING CHARGES DO NOT INCLUDE PAYMENT OF CARRIER CHARGES

Outbound shipments

Outbound shipping is not an automatic process. Outbound Bills of Lading must be completed and turned in to the CDS Service Desk. Do not leave outbound Bills of Lading in your booth. Exhibitors who wish to ship outbound materials via any carrier other than the official show carriers (YRC and FedEx Air) must make the outbound arrangements with their carrier. Should your carrier fail to arrive by the designated time or refuses to pick up your shipment for any reason, CDS reserves the right to re-route shipment via the official show carrier as necessary, at the exhibitor's expense.

NOTE: Any items left on the show floor will either be brought back to the CDS warehouse and additional charges will be incurred or re-routed with CDS designated carrier.



SHIPPING & MATERIAL HANDLING INFORMATION

2018 DEEP SOUTH TURF EXPO

Convention Display Service, Inc. is the official drayage/material handling contractor for this event. Please read all information contained in this section carefully so there will be no last minute confusion regarding your shipment.

SHIPPING ADDRESSES

CDS will receive containerized, non-hazardous, non-perishable materials at the following address 30 days prior to show.
Non-containerized shipments, loose materials and local deliveries will be accepted at the show site only.

ADVANCE RECEIVING

Exhibiting Firm Name
Deep South Turf Expo Booth #
c/o CDS at ARCBest/ABF Freight Systems
12297 Shriners Blvd.
Biloxi, MS 39532

Receiving hours are 8:00 AM TO 4:00 PM, Monday – Friday, Closed Saturday & Sunday

SHIPMENTS WILL BE ACCEPTED AT THE ADVANCE WAREHOUSE ADDRESS BETWEEN OCTOBER 19, 2018 AND NOVEMBER 19, 2018.

If you cannot meet this shipping schedule, please contact Brooke at 601-948-4228 or brooke@cds1958.com. Exhibitors will be charged by CDS accordingly.

DIRECT TO SITE

Exhibiting Firm Name
Deep South Turf Expo Booth #
c/o MS Coast Convention Center
2350 Beach Blvd.
Biloxi, MS 39532

SHIPMENTS WILL NOT BE ACCEPTED ON-SITE UNTIL TUESDAY, NOVEMBER 27, 2018.

CDS will not be responsible for refused or delayed shipments resulting from attempted deliveries to show site prior to this date.

Shipments signed for by facility personnel may be turned over to CDS distribution. Exhibitors will be charged by CDS accordingly.

ALL SHIPMENTS MUST ARRIVE FREIGHT PREPAID. COLLECT SHIPMENTS WILL BE REFUSED.
CDS MATERIAL HANDLING CHARGES DO NOT INCLUDE PREPAID CARRIER CHARGES

- Shipments received without individual carrier receipts or bills of lading (UPS, FedEx, Airborne, Etc) will be delivered to the booth without guarantee of piece count or condition. No liability will be assumed by CDS for such shipments.
- Exhibitors Should Make Certain That All Material Is Properly Insured Against Fire, Theft, Damage And All Hazards While In Transit, To And From Your Booth, And For The Duration Of The Show. While It Is Understood That Convention Display Service, Inc. Will Use Its Best Efforts To Protect The Exhibitor's Property, It Is Not Responsible For Loss, Theft Or Damage.

ADVANCE WAREHOUSE SHIPPING LABEL

ALL INBOUND SHIPMENTS MUST INCLUDE THIS LABEL ON ALL PACKAGES. MAKE COPIES FOR ADDITIONAL LABELS

Schedule your shipments to arrive at this location between
Friday, October 19 and Monday, November 19

TO: _____
(Your Company Name)

Deep South Turf Expo
c/o CDS at ABF Freight Systems
12297 Shriners Blvd.
Biloxi, MS 39532

BOOTH NUMBER : _____

PIECE _____ OF _____

(Please number each piece)

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BOOTH NUMBER : _____

PIECE _____ OF _____

(Please number each piece)

DIRECT TO SHOW SITE SHIPPING LABEL

Any shipments accepted and signed for by CDS employees
will incur material handling charges

TO: _____
(Your Company Name)

**Deep South Turf Expo
c/o MS Coast Convention Center
2350 Beach Blvd
Biloxi, MS 39531**

BOOTH NUMBER : _____

PIECE _____ OF _____

(Please number each piece)

**DO NOT ATTEMPT TO DELIVER PRIOR TO
TUESDAY, NOVEMBER 27, 2018**

DIRECT TO SHOW SITE SHIPPING LABEL

Any shipments accepted and signed for by CDS employees
will incur material handling charges

TO: _____
(Your Company Name)

**Deep South Turf Expo
c/o MS Coast Convention Center
2350 Beach Blvd
Biloxi, MS 39531**

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BOOTH NUMBER : _____

PIECE _____ OF _____

(Please number each piece)

**DO NOT ATTEMPT TO DELIVER PRIOR TO
TUESDAY, NOVEMBER 27, 2018**



MATERIAL HANDLING RATE SCHEDULE

STRAIGHT TIME: MONDAY - FRIDAY
8 AM - 4:00 PM

OVERTIME:

BEFORE 8 AM OR AFTER
4:00 PM - WEEKDAYS
SAT., SUN., HOLIDAYS

RATES APPLY TO EACH 100 LBS OR FRACTION THEREOF.
EACH DELIVERY IS CONSIDERED SEPARATELY. NO CUMULATIVE WEIGHTS WILL BE ALLOWED ON MINIMUMS, SPLIT SHIPMENTS, ETC.

- **ALL SHIPMENTS MUST ARRIVE PREPAID. COLLECT SHIPMENTS WILL BE REFUSED.**
- **RATES DO NOT INCLUDE PAYMENT OF CARRIER CHARGES**

CHARGES INCLUDE THE FOLLOWING SERVICES

- * 1. Receive & store **crated, boxed or skidded shipments** (30 days free storage prior to exhibitor move-in)
- * 2. Handling to Exhibit Hall
- * 3. Charges from dock to exhibitor's space, empty crate removal and return, and loading out on carrier are all included in rate
- * Uncrated or loose materials and local deliveries will be accepted at the show site only.

RATES

- ♦ **\$100.00 MINIMUM CHARGE** (for a single shipment weighing 50 lbs. to 200 lbs.)
- **\$50.00 CWT Straight Time** (for a single shipment over 200 lbs.)
- **\$75.00 CWT Overtime** (for a single shipment over 200 lbs.)

CWT = per hundred weight
(Example: 300 lbs. = 3 CWT)

SMALL PACKAGE: In order to qualify for small package rates, the total maximum weight per shipment, per delivery is 50 lbs. Cartons, envelopes, or other containers received without documentation via specialized carriers (UPS, FedEx, etc.) will be delivered without guarantee of piece count or condition.

First carton per delivery @ \$30.00
Each add'l carton in delivery @ \$12.00

Shipments received via specialized carriers not falling into the small package category will be subject to CWT rates.

It is understood that your calculations are an estimate and invoicing will be done from the actual weight / piece count. Adjustments will be made accordingly

____ LBS PER CWT X \$50.00 per CWT = Material Handling Charge (per individual shipment) = \$ ____

Minimum Charge (single shipment of 50 lbs. to 200 lbs.) @ \$100.00 each = \$ ____

Small Package - 1st container \$30.00 Add'l small packages are @ \$12.00 each Total = \$ ____

A CREDIT CARD MUST BE PLACED ON FILE IF MATERIAL HANDLING SERVICES ARE REQUESTED – PLEASE SUBMIT THE SEPARATE CREDIT CARD AUTHORIZATION FORM WITH YOUR MATERIAL HANDLING AND RETURN SHIPPING FORMS.

Exhibiting Firm Name: _____

Print Contact Name: _____

Mailing Address: _____ City _____ State _____ Zip _____

Phone (____) _____ Fax: _____ E-Mail _____

Convention or Show Deep South Turf Expo – Biloxi, MS

Signature _____

**Return To: CONVENTION DISPLAY SERVICE, INC., P. O. BOX 13387, JACKSON, MS 39236-3387 OR
908 LARSON STREET, JACKSON, MS 39202 / FAX : 601-948-3824 (CREDIT CARD ORDERS ONLY)
Email to: brooke@cds1958.com**



RETURN SHIPPING FORM
Deep South Turf Expo
November 27- 28, 2018

THIS FORM IS FOR VERIFICATION PURPOSES ONLY AND DOES NOT CONSTITUTE ANY RESPONSIBILITY ON THE PART OF CDS PERSONNEL FOR THE COMPLETION OF YOUR SHIPPING DOCUMENTS.

SHIP TO: _____

CITY _____
STATE _____ ZIP _____

MY SHIPMENT MUST ARRIVE AT THE ABOVE ADDRESS NO LATER THAN _____

Please allow for adequate shipping time when selecting carrier. CDS will expedite shipments to the best of our ability, however CDS is not responsible for unavoidable delays of rush shipments. FAILURE TO CONFIRM FINANCIAL ARRANGEMENTS FOR CDS MATERIAL HANDLING SERVICES IN ADVANCE MAY RESULT IN SHIPPING DELAYS.

PLEASE SELECT YOUR OUTBOUND SERVICE PROVIDER

Exhibiting Firms Are Responsible For Making Sure That Shipments Are Re-Packed, Labeled And That Properly Executed Shipping Documents Are Tendered To Convention Display Service Before Departing The Show Floor. A limited number of Bills of Lading, FedEx Air Bills and labels are available at the CDS service desk.

Freight charges will be billed through ABF Freight, FedEx or your preferred carrier
Note: Drayage/Material Handling fees will be billed through Convention Display Service.

- ☐ ABF FREIGHT SYSTEM ABF Billing Address _____
ABF Account # _____
- ☐ FEDEX AIR FedEx Acct. # _____
- ☐ OTHER (please name your carrier) _____

MERCHANTS NOT USING ABF OR FEDEX AIR ARE RESPONSIBLE FOR ARRANGING CARRIER PICK UP

CONVENTION DISPLAY SERVICE DOES NOT CONTACT ANY TRUCKING or FREIGHT COMPANY OTHER THAN THE SHOW CARRIERS!
CONVENTION DISPLAY SERVICE, INC. DOES NOT PREPAY OUTBOUND CARRIER CHARGES

A Bill of Lading MUST be completed regardless of the carrier used. CDS will not release shipments to any carrier unless properly executed shipping documents have been presented to Convention Display Service.

ALL CARRIERS MUST BE ON SITE FOR PICK UP BY 7:00 PM ON WEDNESDAY, NOVEMBER 28, 2018

CONVENTION DISPLAY SERVICE, INC. RESERVES THE RIGHT TO RE-ROUTE ANY SHIPMENT IF A DESIGNATED CARRIER FAILS TO CHECK IN WITH THE FREIGHT DESK BY THE STATED CHECK IN TIME. Convention Display Service, Inc. assumes no liability as a result of such re-routing or handling. The exhibiting firm will be charged accordingly. Convention Display Service, Inc. is not responsible for shipments left in booth by exhibitor. CDS will count & ship pieces as found when loading out from exhibit hall.

Return To: CONVENTION DISPLAY SERVICE, INC., P. O. Box 13387, JACKSON, MS 39236-3387 or
908 LARSON STREET, JACKSON, MS 39202 / FAX: 601-948-3824 (CREDIT CARD ORDERS ONLY)
Email to brooke@cds1958.com

Company Name _____ Booth # _____

Contact Name _____ Phone () _____

Fax () _____ E-mail: _____

Authorized Signature _____

**DEEP SOUTH TURF EXPO
MISSISSIPPI COAST CONVENTION CENTER
BILOXI, MS
NOVEMBER 27 - 28, 2018**

ADDITIONAL VENDOR SERVICES

**ALL ARRANGEMENTS FOR THE FOLLOWING SERVICES MUST BE MADE
DIRECTLY BETWEEN THE EXHIBITING FIRM AND THE STATED SUPPLIER**

**Installation & termination of services, delivery and pick up of rentals
must coincide with exhibitor move in and move out times.**

FOOD / BEVERAGE SERVICE

CONTACT

ARAMARK

PHONE 228-594-3743

Aramark is the exclusive caterer for the MCCC. Absolutely no food, beverage, candy, logo bottled water, etc. to be used as "give aways" are allowed to be brought into the MCCC

TELEPHONE / INTERNET

CONTACT

IT SERVICES

228-594-3700

AUDIO VISUAL

CONTACT

WALKER AUDIO VISUAL

PHONE 228.388.8200

sales@walkeravs.com