



**2019 Deep South Turf Expo  
MS Coast Coliseum & Convention Center - Biloxi, MS  
October 1 – 3, 2019**

Convention Display Service, Inc. is pleased to be the official Exposition Service Contractor for the 2019 Deep South Turf Expo. This packet contains information you will need to order furnishings and services for this event. We look forward to assisting with your needs.

## **Show Information**

<b>Booth Size:</b>	10' wide x 10' deep or increments thereof
<b>Booth Furnishings:</b>	8 ft. tall back drapes – Ecru/Green/Ecru 3 ft. tall side drapes – Ecru One 7" x 44" Company Name ID Sign One 6' 30" high skirted table with white vinyl top – Black skirt Two chairs
<b>Exhibit Hall:</b>	The Mississippi Coast Coliseum and Convention Center is not carpeted. Booth carpet is available for rent by exhibitor order – Gray Mist or Black carpet only

## **Dates to remember**

<b>Friday, August 23</b>	Advance shipments may begin arriving at the warehouse <i>Advance warehouse receiving hours: Monday – Friday, 8 AM to 4 PM</i>
<b>Monday, September 23</b>	Order Discount Deadline – payment must accompany order
<b>Monday, September 23</b>	Deadline for advance shipments to arrive at the warehouse
<b>Tuesday, October 1</b>	First day shipments can arrive at the Mississippi Coast Convention Center
<b>Monday, September 30</b>	Heavy Equipment Move In - 3:00 p.m. – 5:00 p.m. (Heavy Equipment ONLY) Contact Brooke Fuller – <a href="mailto:brooke@cds1958.com">brooke@cds1958.com</a> / 601-948-4228 with questions <b>Please refer to 2019 Fire Code Policy for MCCC included in this packet</b>
<b>Tuesday, October 1</b>	Heavy Equipment Move In – 8:00 a.m. – 10:00 a.m. Exhibitor Move In – 8:00 a.m. – 4:00 p.m. (Hand Carried Materials)

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

<b>Wednesday, October 2</b>	Continental Breakfast on Tradeshow floor – 7:00 a.m. – 8:00 a.m.
<b>Wednesday, October 2</b>	Expo hours – 12:00 Noon – 6:00 p.m.
<b>Thursday, October 3</b>	Continental Breakfast on Tradeshow floor – 7:00 a.m. – 8:00 a.m.
<b>Thursday, October 3</b>	Show Closes – 8:00 a.m. Exhibitor Move out – 8:00 a.m. – Noon <b>(No move out allowed before 8:00 a.m.)</b>

### **Dock area reserved for carrier load out only – NO PARKING**

*Neither the Deep South Turf Expo, Convention Display Service, Inc., nor the Mississippi Coast Coliseum & Convention Center will be responsible for materials left unattended on the show floor.*

<b>How to contact us:</b>	<b>CDS</b> P O Box 13387 Jackson, MS 39236-3387	<b>CDS</b> 908 Larson St. Jackson, MS 39202	<b>Phone: 601-948-4228</b> <b>Fax: 601-948-3824</b> <b><a href="mailto:brooke@cds1958.com">brooke@cds1958.com</a></b>
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**GENERAL INFORMATION**  
**October 1-3, 2019**

**PAGE 1**

**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 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.
- If you have multiple booth locations, please complete separate order forms for each location.
- 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 will be given on items or services not used or cancelled after they have been placed in booth. Questions, problems or discrepancies must be reported during exhibitor set up. No credits or adjustments will be considered after the show closes.

**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!

**Inbound Shipping Prior to the Expo**

- Confirm your target shipping 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 scheduled 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.



**GENERAL INFORMATION**  
**October 1-3, 2019**

**PAGE 2**

**Move In**

- Heavy Equipment Move In                      Monday              September 30, 2019      3:00 pm – 5:00 pm  
                                                                                 Tuesday              October 1, 2019              8:00 am – 10:00 am
- General Move In (Hand Carried Materials)      Tuesday              October 1, 2019              8:00 am – 4:00 pm
- Confirm your advance order has been received by Convention Display Service (email [brooke@cds1958.com](mailto:brooke@cds1958.com)) If you do not receive a confirmation email that we have received your order and/or a paid receipt, we DID NOT receive your order.
- After emptying any crates/boxes, please attach empty stickers (available at the CDS service desk) on any you wish to keep and notify CDS personnel that your containers are ready to store.

**Outbound Shipping and Move Out**

- Dock area is for load out only – NO PARKING
- 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.
- Preferred Show Carriers are ArcBest/ABF Freight System and FedEx Air.
- CDS can make arrangements with ArcBest/ABF Freight System and FedEx Air only! Exhibitors must provide their account numbers and billing information for CDS to make arrangements. CDS is not responsible for carrier charges.
- Exhibiting firms not using the preferred show carrier, ArcBest/ABF Freight System or FedEx Air, are responsible for scheduling their own carrier pickups.
- Carriers must be on site for outbound pick up by 3:00 pm on Wednesday, October 3, 2019
- 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.



**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

Carpet

Booth Cleaning

Material Handling

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: Monday, September 23, 2019**

**Orders received after September 23rd will be processed at floor price**

**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 \_\_\_\_\_

BILLING ZIP CODE \_\_\_\_\_

CARDHOLDER SIGNATURE \_\_\_\_\_

**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**

Exhibiting Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Authorized Contact \_\_\_\_\_ Title \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

☒ 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**



**This order form MUST be returned to Convention Display Service, Inc. with payment in full including tax, by September 23, 2019 to take advantage of these package deals.**

**This SHOW SPECIAL rate will NOT be available after September 23<sup>rd</sup>.**

\_\_\_\_\_ **Package A: 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**

**Subtotal \$ \_\_\_\_\_**

**Add 7 % Tax \$ \_\_\_\_\_**

**Total Cost \$ \_\_\_\_\_**

No refunds will be given on items or services not used or cancelled after they have been placed in booth.  
Questions, problems or discrepancies must be reported during exhibitor set up.  
No credits or adjustments will be considered after the show closes.

CREDIT CARD	
___MASTERCARD    ___VISA    ___AMEX    ___DISCOVER Account # _____ Exp. Date ___/____ Security Code: _____ Print Name on Card _____ Card Holder Signature _____	<p><b>Return order forms with payment to:</b></p> <p><b>Convention Display Service, Inc.</b>  <b>P. O. Box 13387, Jackson, MS 39236-3387</b>            or  <b>908 Larson Street, Jackson, MS 39202</b>            or  <b>Email to: <a href="mailto:brooke@cds1958.com">brooke@cds1958.com</a></b>  <b>Fax: 601-948-3824</b>  <b>Please call Brooke at 601-948-4228</b>  <b>for assistance</b></p>

Exhibiting Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

Booth # \_\_\_\_\_

Signature: \_\_\_\_\_



**ADVANCE ORDER DEADLINE: SEPTEMBER 23**

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

Skirted tables Include white vinyl top & pleated skirt on 3 sides

___ 4' 30" table with skirt	\$ 55.00	\$ 75.00
___ 6' 30" table with skirt	\$ 75.00	\$100.00
___ 8' 30" table with skirt	\$ 95.00	\$125.00
___ 4 <sup>th</sup> Side Skirt, Optional	\$ 20.00	\$ 20.00

*Note \*4' comes skirted on 4 sides*

**BLACK SKIRT**

___ 4' 30" table - Not skirted	\$ 30.00	\$ 38.00
___ 6' 30" table - Not skirted	\$ 35.00	\$ 44.00
___ 8' 30" table - Not skirted	\$ 40.00	\$ 52.00

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

Skirted tables include white vinyl top & pleated skirt on 3 sides

___ 4' 42" table with skirt	\$ 80.00	\$100.00
___ 6' 42" table with skirt	\$ 95.00	\$125.00
___ 8' 42" table with skirt	\$110.00	\$145.00
___ 4 <sup>th</sup> Side Skirt, Optional	\$ 35.00	\$35.00

*Note \*4' comes skirted on 4 sides*

**BLACK SKIRT**

___ 4' 42" table - Not skirted	\$ 35.00	\$ 44.00
___ 6' 42" table - Not skirted	\$ 41.00	\$ 52.00
___ 8' 42" table - Not skirted	\$ 55.00	\$ 75.00

No refunds will be given on items or services not used or cancelled after they have been placed in booth.

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

Qty	Description	Advance Price	Floor Price
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___ Black Folding Chair	\$ 15.00	\$ 20.00
___ Arm Chair	\$ 50.00	\$ 65.00
___ High Stool	\$ 55.00	\$ 70.00
___ 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

***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' framed brown pegboard sheets with 1/4" holes*

*Mounting accessories for pegboards & gridwalls not provided*

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

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

___ S-shaped hook- pack of 20	\$ 5.00
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**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

Sub Total \$ \_\_\_\_\_

Add 7 % tax \$ \_\_\_\_\_

Payment Enclosed \$ \_\_\_\_\_

**CREDIT CARD**

\_\_\_ MASTERCARD \_\_\_ VISA \_\_\_ AMEX \_\_\_ DISCOVER

Account # \_\_\_\_\_

Exp. Date \_\_\_/\_\_\_

Security Code: \_\_\_\_\_

Print Name on Card \_\_\_\_\_

Card Holder Signature \_\_\_\_\_

**Return order forms with payment to:**

**Convention Display Service, Inc.**

**P. O. Box 13387, Jackson, MS 39236-3387**

or

**908 Larson Street, Jackson, MS 39202**

or

Email to: [brooke@cds1958.com](mailto:brooke@cds1958.com)

Fax: 601-948-3824

**Please call Brooke at 601-948-4228 for assistance**

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_





**ADVANCE ORDER DEADLINE: SEPTEMBER 23**

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

**Plugging directly into electrical floor boxes, wall outlets, etc. Is strictly prohibited**

Qty	Description	Advance Price	Floor Price
-----	-------------	---------------	-------------

**120/110 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.***

Qty	Description	Advance Price	Floor Price
-----	-------------	---------------	-------------

**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___

*For 60 Amp 208 service call for availability and price*

**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.*

<b>Subtotal of items ordered</b>	<b>\$ _____</b>
<b>Add 7 % tax</b>	<b>\$ _____</b>
<b>Total Cost</b>	<b>\$ _____</b>

CREDIT CARD	
___ MASTERCARD	___ VISA
___ AMEX	___ DISCOVER
Account # _____	
Exp. Date ___/___	
Security Code: _____	
Print Name on Card _____	
Card Holder Signature _____	

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**Email to: [brooke@cds1958.com](mailto:brooke@cds1958.com)**

**Fax: 601-948-3824**

**Please call Brooke at 601-948-4228 for assistance**

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_

Fax (\_\_\_\_) \_\_\_\_\_

X Authorized Signature \_\_\_\_\_ E-Mail: \_\_\_\_\_



**CHOOSE CARPET COLOR:**

**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.*

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

<i>Sub Total</i>	\$_____
<i>Add 7 % tax</i>	\$_____
<i>Payment Enclosed</i>	\$_____

Qty	Description	Advance Price	Floor Price
<b>Standard Booth Carpet – 9' Wide</b>			
___ 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' ___
<b>Standard Padding</b>			
___ 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' ___
<b>Visqueen Plastic Covering</b>			
___ Linear ft. @ \$1.35 ft. =		\$ _____	

CREDIT CARD	
<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMEX <input type="checkbox"/> DISCOVER	
Account # _____	
Exp. Date ____/____	
Security Code: _____	
Print Name on Card _____	
Card Holder Signature _____	

<b>Return order forms with payment to:</b>
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<b>P. O. Box 13387, Jackson, MS 39236-3387</b>
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<b>Fax: 601-948-3824</b>
<b>Please call Brooke at 601-948-4228 for assistance</b>

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

Print Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

x Authorized Signature \_\_\_\_\_





## ADVANCE ORDER DEADLINE: SEPTEMBER 23, 2019

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

#### CLEANING SERVICES

☐ VACUUMING OF BOOTH

☐ ONCE PRE-SHOW

Total # of Sq. Ft

\_\_\_\_\_ x \$.30 Per Day

\$\_\_\_\_\_

#### JANITORIAL

☐ EMPTY WASTEBASKETS  
DAILY

\_\_\_\_\_ Days @ 18.00  
Per Booth Per Day

\$\_\_\_\_\_

CREDIT CARD	
<p>___MASTERCARD ___VISA ___AMEX ___DISCOVER</p> <p>Account # _____</p> <p>Exp. Date ___/___</p> <p>Security Code: _____</p> <p>Print Name on Card _____</p> <p>Card Holder Signature _____</p>	<p><b>Return order forms with payment to:</b></p> <p><b>Convention Display Service, Inc.</b></p> <p><b>P. O. Box 13387, Jackson, MS 39236-3387</b></p> <p><b>or</b></p> <p><b>908 Larson Street, Jackson, MS 39202</b></p> <p><b>or</b></p> <p><b>Email to: <a href="mailto:brooke@cds1958.com">brooke@cds1958.com</a></b></p> <p><b>Fax: 601-948-3824</b></p> <p><b>Please call Brooke at 601-948-4228 for assistance</b></p>

Exhibiting Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

Authorized Signature \_\_\_\_\_



PO BOX 13387  
JACKSON, MS 39236  
PHONE (601) 948-4228  
FAX (601) 948-3824



**ADVANCE ORDER DEADLINE: SEPTEMBER 23**

**INSTALL & DISMANTLE  
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
<b>INSTALL</b> <input type="checkbox"/> ST <input type="checkbox"/> OT		Tuesday 10/01/19			
<b>DISMANTLE</b> <input type="checkbox"/> ST <input type="checkbox"/> OT		Thursday 10/03/19			

☐ **CDS SUPERVISION**

**PROCEED WITH INSTALLATION at the earliest time.** Exhibit will be installed on straight time whenever possible.

☐ Set up instructions are enclosed with order

☐ Set up instructions are with the exhibit

To insure an efficient and proper installation, set up instructions must be provided

☐ **EXHIBITOR SUPERVISION**

**DO NOT PROCEED.**

Exhibitor's representative will come to the Service Desk for labor at \_\_\_\_\_ ☐AM ☐PM

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.

**CREDIT CARD**

\_\_\_ **MASTERCARD** \_\_\_ **VISA** \_\_\_ **AMEX** \_\_\_ **DISCOVER**

Account # \_\_\_\_\_

Exp. Date \_\_\_/\_\_\_

Security Code: \_\_\_\_\_

Print Name on Card \_\_\_\_\_

Card Holder Signature \_\_\_\_\_

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**or**

Email to: [brooke@cds1958.com](mailto:brooke@cds1958.com)

**Fax: 601-948-3824**

**Please call Brooke at 601-948-4228 for assistance**

Exhibiting Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_



**ADVANCE ORDER DEADLINE: SEPTEMBER 23**

**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.



PO BOX 13387  
JACKSON, MS 39236  
PHONE (601) 948-4228  
FAX (601) 948-3824



**ADVANCE ORDER DEADLINE: SEPTEMBER 23**  
**AERIAL HANGING AND RIGGING LABOR**

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

Rates Do Not Include Sign Assembly

**RIGGING RATES**      **Crew**    \$ 234.00 per hour - straight time      **Lift**      \$ 272.00 per day  
\$ 351.00 per hour - overtime

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

	DATE	TIME	APPRX. HRS	RATE per crew & 1 Lift	TOTAL
<b>SET UP</b> <input type="checkbox"/> ST <input type="checkbox"/> OT	Tuesday 10/01/19				
<b>REMOVAL</b> <input type="checkbox"/> ST <input type="checkbox"/> OT	Thursday 10/03/19				

☐ **CDS Supervised** Rigging & Hanging (OK for CDS 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**

**Do you require sign assembly labor** ☐Yes   ☐No  
**Rates: \$54.50 per man per hour straight time**  
**\$81.75 per man per hour overtime**

Installation: Date \_\_\_\_\_ Time\_\_\_\_\_ # Men\_\_\_\_\_  
Appx # of hours \_\_\_\_\_ Total \_\_\_\_\_

Dismantle: Date \_\_\_\_\_ Time\_\_\_\_\_ # Men\_\_\_\_\_  
Appx # of hours \_\_\_\_\_ Total \_\_\_\_\_

**Detailed assembly instructions must accompany  
order**

**Assembly by Exhibitor is permitted**

### CREDIT CARD

☐ MASTERCARD   ☐ VISA   ☐ AMEX   ☐ DISCOVER

Account # \_\_\_\_\_

Exp. Date \_\_\_\_/\_\_\_\_

Security Code: \_\_\_\_\_

Print Name on Card \_\_\_\_\_

Card Holder Signature \_\_\_\_\_

**Return order forms with payment to:**

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

Email to: [brooke@cds1958.com](mailto:brooke@cds1958.com)

Fax: 601-948-3824

Please call Brooke at 601-948-4228 for assistance

Exhibiting Firm Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Print Contact Name: \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail \_\_\_\_\_



**Deep South Turf Expo  
Mississippi Coast Convention Center – Biloxi, MS  
October 1 – 3, 2019**

**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 (ABF and FedEx Air) must make the outbound arrangements with their carrier. Should your carrier fail to arrive by 1:00 p.m. on Wednesday, October 3, 2019 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 ADDRESSES & MATERIAL HANDLING INFORMATION**

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.

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 SHIPPING ADDRESS**

**Exhibiting Company Name**  
**Deep South Turf Expo Booth #**  
**c/o CDS at ARC Best/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:  
FRIDAY, AUGUST 23 AND MONDAY, SEPTEMBER 23, 2019.**

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

### **DIRECT TO SITE SHIPPING ADDRESS**

**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, OCTOBER 1, 2019**

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.

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**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

Schedule your shipments to arrive at this location between  
Friday, August 23 and Monday, September 23

TO: \_\_\_\_\_  
(Your Company Name)



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

BOOTH NUMBER : \_\_\_\_\_

PIECE \_\_\_\_\_ OF \_\_\_\_\_

## ADVANCE WAREHOUSE SHIPPING LABEL

Schedule your shipments to arrive at this location between  
Friday, August 23 and Monday, September 23

TO: \_\_\_\_\_  
(Your Company Name)



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

BOOTH NUMBER : \_\_\_\_\_

PIECE \_\_\_\_\_ OF \_\_\_\_\_

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Biloxi, MS 39532

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PIECE \_\_\_\_\_ OF \_\_\_\_\_

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Schedule your shipments to arrive at this location between  
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TO: \_\_\_\_\_  
(Your Company Name)



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

BOOTH NUMBER : \_\_\_\_\_

PIECE \_\_\_\_\_ OF \_\_\_\_\_

**DIRECT TO SHOW SITE SHIPPING LABEL**

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

TO: \_\_\_\_\_  
(Your Company Name)



MS Coast Convention Center  
2350 Beach Blvd  
Biloxi, MS 39531

BOOTH NUMBER : \_\_\_\_\_

PIECE \_\_\_\_\_ OF \_\_\_\_\_

**DO NOT ATTEMPT TO DELIVER PRIOR TO  
TUESDAY, OCTOBER 1, 2019**

**DIRECT TO SHOW SITE SHIPPING LABEL**

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

TO: \_\_\_\_\_  
(Your Company Name)



MS Coast Convention Center  
2350 Beach Blvd  
Biloxi, MS 39531

BOOTH NUMBER : \_\_\_\_\_

PIECE \_\_\_\_\_ OF \_\_\_\_\_

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MS Coast Convention Center  
2350 Beach Blvd  
Biloxi, MS 39531

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PIECE \_\_\_\_\_ OF \_\_\_\_\_

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TO: \_\_\_\_\_  
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MS Coast Convention Center  
2350 Beach Blvd  
Biloxi, MS 39531

BOOTH NUMBER : \_\_\_\_\_

PIECE \_\_\_\_\_ OF \_\_\_\_\_

**DO NOT ATTEMPT TO DELIVER PRIOR TO  
TUESDAY, OCTOBER 1, 2019**



# MATERIAL HANDLING RATE SCHEDULE DEEP SOUTH TURF EXPO

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.

## MATERIAL HANDLING FEES

- \$100.00 Minimum Charge 51 lbs. to 200 lbs.
- \$50.00 CWT per hundred weight 201 lbs. and over

Small packages: = Maximum weight per piece, per delivery is 50 lbs.

- First small package 1 lb. – 50 lbs. \$30.00
- Each additional package in shipment 1 lb. – 50 lbs. \$12.00 each

Cartons, envelopes, or other containers received without documentation via specialized carriers (UPS, FedEx, etc.) will be delivered without guarantee of piece count or condition.

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 = Material Handling Charge (201 lbs. and over) = \$ \_\_\_\_\_

\$100.00 Minimum Charge - single shipment of 51 lbs. to 200 lbs. = \$ \_\_\_\_\_

Small Package – Maximum weight per piece, per delivery is 50 lbs.  
First small package is \$30.00 Each additional small package in shipment is \$12.00 each Total = \$ \_\_\_\_\_

## CREDIT CARD

\_\_\_ MASTERCARD \_\_\_ VISA \_\_\_ AMEX \_\_\_ DISCOVER

Account # \_\_\_\_\_

Exp. Date \_\_\_/\_\_\_

Security Code: \_\_\_\_\_

Print Name on Card \_\_\_\_\_

Card Holder Signature \_\_\_\_\_

## Return order forms with payment to:

Convention Display Service, Inc.

P. O. Box 13387, Jackson, MS 39236-3387

or

908 Larson Street, Jackson, MS 39202

or

Email to: [brooke@cds1958.com](mailto:brooke@cds1958.com)

Fax: 601-948-3824

Please call Brooke at 601-948-4228 for assistance

Exhibiting Company Name: \_\_\_\_\_

Print Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail \_\_\_\_\_

Signature \_\_\_\_\_



**OUTBOUND SHIPPING FORM  
DEEP SOUTH TURF EXPO  
OCTOBER 1 – 3, 2019**

**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 \_\_\_\_\_

**BILL TO:** \_\_\_\_\_  
 \_\_\_\_\_  
 CITY \_\_\_\_\_  
 STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**MY OUTBOUND 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.

**PLEASE INDICATE 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.**

- ☐ **ABF/ARC BEST** 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, INC. DOES NOT PREPAY OUTBOUND CARRIER CHARGES**

**ALL CARRIERS MUST BE ON SITE FOR PICK UP BY 1:00 PM ON THURSDAY, OCTOBER 3, 2019**

**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.**

**Convention Display Service, Inc. is not responsible for shipments left in the booth by exhibitor for which no documentation is on file with CDS.**

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](mailto:brooke@cds1958.com)**

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_  
 Contact Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
 Fax ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Authorized Signature \_\_\_\_\_



**MISSISSIPPI COAST CONVENTION CENTER  
BILOXI, MS  
OCTOBER 1 – 3, 2019**

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## **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**

**LEVY**

**PHONE 228.594.3741**

LEVY 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**

**MCCC IT SERVICES**

**ANDREW JONES**

**228.297.2528**

### **AUDIO VISUAL**

**CONTACT**

**EVENT COORDINATOR**

**228.594.3700**