



**MS Coast Coliseum & Convention Center - Biloxi, MS
November 1 – 4, 2021**

Convention Display Service, Inc. is pleased to be the official Exposition Service Contractor for the 2021 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

Booth Size:	10' wide x 10' deep or increments thereof
Booth Furnishings:	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
Exhibit Hall:	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

Friday, September 24	Advance shipments may begin arriving at the warehouse <i>Advance warehouse receiving hours: Monday – Friday, 8 AM to 4 PM</i>
Monday, October 25	Order Discount Deadline – payment must accompany order
Monday, October 25	Deadline for advance shipments to arrive at the warehouse
Tuesday, November 2	First day shipments can arrive at the Mississippi Coast Convention Center
Monday, November 1	Heavy Equipment Move in: 4:00 p.m. – 6:00 p.m. (Heavy Equipment ONLY) <ul style="list-style-type: none"> • Contact Brooke Fuller – brooke@cds1958.com / 601-948-4228 with questions • Please refer to 2020 Fire Code Policy for MCCC included in this packet
Tuesday, November 2	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

Wednesday, November 3	Expo hours:	10:00 am – 4:00 p.m.
Wednesday, November 3	Exhibitor Move Out:	4:00 p.m. – 6:00 p.m.
Thursday, November 4	Heavy Equipment Move out:	7:00 a.m. – 9:00 a.m.

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.

How to contact us:	CDS P O Box 13387 Jackson, MS 39236-3387	CDS 908 Larson St. Jackson, MS 39202	Phone: 601-948-4228 Fax: 601-948-3824 brooke@cds1958.com
---------------------------	---	---	--



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

CREDIT CARD BILLING AUTHORIZATION & PAYMENT POLICY

Deep South Turf Expo

CDS 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.

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

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

Purchase Orders are NOT considered payment.

REFUNDS/CREDITS/DISCREPANCIES

Any discrepancy in items ordered and items received or any complaint or question concerning services MUST BE reported to Convention Display Service immediately, whether at the CDS Service Desk or by calling our office at 601-948-4228 or emailing brooke@cds1958.com.

Your problem will be resolved at that time and any valid adjustments in your account will be made at that time.

No credits or adjustments will be made based on information received AFTER the show opens.

Please enter total cost from each page on appropriate line

Show Special _____

Standard Furnishings _____

Electrical Service _____

Carpet _____

Booth Cleaning _____

Labor _____

Aerial Hanging & Rigging _____

Material Handling _____

Sub Total \$ _____

7 % Sales Tax \$ _____

Grand Total \$ _____

Convention Display Service, Inc. Federal ID #64-0656926

CDS is exempt from backup withholding tax

There is a 3.5% fee for paying with a credit card. Amount will be automatically charged to your transaction total or you may pay by check.

RETURN ORDERS WITH PAYMENT TO CDS:

Address: 908 Larson Street,
Jackson, MS 39202

By Fax: 601-948-3824
Email: brooke@cds1958.com

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 (____) _____

X Authorized Signature _____ E-Mail address: _____



GENERAL INFORMATION
November 1 – 4, 2021

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.
 - CDS accepts checks, MasterCard, Visa, American Express and Discover as forms of payment. Please make sure all supplied credit card information is current, accurate and legible, including expiration date. CDS does not accept cash as payment.
 - There is a 3.5% fee for paying with a credit card. Amount will be automatically charged to your transaction total, or you may pay by check. Mailing address P. O. Box 13387, Jackson, MS 39236
 - A credit card must be placed on file with all orders, regardless of method of payment. The credit card authorization will be used to cover all services not paid by the initial payment and any balances left unpaid at the close of the show. This may include, but it not exclusive to labor, material handling and/or other on-site services.
 - Please note order deadlines on each form.
 - If you have multiple booth locations, please complete separate order forms for each booth location
 - Please include all requested information on each order form.
 - All materials 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
- Any discrepancy in items ordered & items received or any complaint or question concerning services **MUST BE** reported **IMMEDIATELY** to CDS, whether at the service desk, or by calling our office at 601-948-4228 or emailing brooke@cds1958.com
 - Your problem will be resolved at that time and any valid adjustments in your account will be made at that time. No credits and adjustments will be made based on information received **AFTER** the show opens
- If you are claiming MISSISSIPPI Sales Tax Exemption, a copy of the Certificate of Exemption issued by the MISSISSIPPI State Tax Commission must accompany each order and payment must be made by company check or company credit card.

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
November 1 – 4, 2021

PAGE 2

Move In

- Heavy Equipment Move In

Monday	November 1, 2021	4:00 pm – 6:00 pm
Tuesday	November 2, 2021	8:00 am – 10:00 am
- General Move In (Hand Carried Materials)

Tuesday	November 2, 2021	8:00 am – 4:00 pm
---------	------------------	-------------------
- Confirm your advance order has been received by Convention Display Service (email 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 8:00 pm on Wednesday, November 3
- 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.

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.



November 1 – 4, 2021

EXHIBITOR APPOINTED CONTRACTOR

This form must be completed by an authorized representative of the exhibiting company

Exhibitor Appointed Contractor _____

Contact _____

Street Address _____

City, State, Zip _____

Phone _____ Fax _____

E-mail _____

- ✓ Exhibitor Appointed Contractors must comply with show rules and regulations and accept appropriate liability for negligent actions.
- ✓ Exhibitor Appointed Contractors shall provide certificates of insurance no later than 10 days prior to show.
- ✓ **SOLICITATION ON THE EXHIBIT FLOOR IS PROHIBITED.** Exhibitor Appointed Contractors or non-official contractors engaged in solicitation on the exhibit floor will be asked to leave the premises.
- ✓ Exhibitor Appointed Contractors must display identifying badges when on the exhibit floor.
- ✓ Exhibitor Appointed Contractors shall indemnify and hold harmless Convention Display Service and Show Management against any and all negligence on the part of said EAC, its agents, employees and representatives.
- ✓ **The Official Service Provider/s designated in this service kit must be used for services such as:**
Electrical, Booth Cleaning, Rigging, Decorator Labor, Material Handling, Telecommunication Services

Exhibiting Firm Name _____ Booth # _____

Address _____

City _____ State _____ Zip _____

Authorized Contact _____ Title _____

Phone (____) _____ Fax (____) _____

✕ Authorized Signature _____ E-Mail: _____

Return to: CONVENTION DISPLAY SERVICE, INC., P. O. BOX 13387, JACKSON, MS 39236-3387
908 LARSON STREET, JACKSON, MS 39202 / CREDIT CARD ORDERS ONLY BY FAX: 601-948-3824
BY E-MAIL TO brooke@cds1958.com



PROVIDED BOOTH FURNISHINGS REQUEST

**PLEASE SUBMIT COMPLETED FORM TO CONVENTION DISPLAY SERVICE BY
MONDAY, OCTOBER 25, 2021**

The following furnishings are provided at no charge with each 10' x 10' booth space:

8' high ecru/green/ecru back drapes and 3' high ecru side dividers
One - 6' x 24" x 30" table with black skirt
Two chairs

PLEASE INDICATE BELOW IF YOU WILL NEED YOUR PROVIDED FURNISHINGS.

One 6' 30" skirted table (per 10' section) ☐ YES ☐ NO

Two chairs (per 10' section) ☐ YES ☐ NO

Please type or print

Exhibiting Firm Name: _____ Booth # _____

Attn: _____

Address: _____

City: _____ State _____ Zip _____

Phone: _____ Fax: _____

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 or
EMAIL TO brooke@cds1958.com**



CARPET SHOW SPECIAL

This order form must be returned to Convention Display Service, Inc. with payment in full, including tax, by October 25, 2021 to take advantage of this package deal.

This SHOW SPECIAL rate will NOT be available after October 25th

____ Package A: One 9' x 10' Gray Carpet
One 9' x 10' Carpet Pad

\$82.00
Discount Price

Subtotal \$ _____

Add 7 % Tax \$ _____

Total Cost \$ _____

No refunds on items cancelled after placement. Any discrepancy in items ordered and items received or any complaint or question concerning services MUST BE reported to Convention Display Service immediately, whether at the CDS service desk or by calling the office at 601-948-4228 or emailing brooke@cds1958.com

Your issue will be resolved and any valid adjustments in your account will be made at that time. Credits and adjustments will not be made based on information received AFTER the show closes.

CREDIT CARD	
<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMEX <input type="checkbox"/> DISCOVER	<p>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 Fax: 601-948-3824 Please call Brooke at 601-948-4228 for assistance</p>
Account# _____	
Exp. Date ____/____	
Security Code: _____	
Print Name on Card _____	
Card Holder Signature _____	
<p>There is a 3.5% fee for paying with a credit card. Amount will be automatically charged to your transaction total or you may pay by check.</p>	

Exhibiting Company Name: _____ Contact Person: _____

Address _____

City: _____ State: _____ Zip: _____

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

Booth # _____

Signature: _____



Qty	Description	Price on/before October 25	Price starts on October 26
-----	-------------	-------------------------------	-------------------------------

Tables 24" wide x 30" high

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

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

Note *4' comes skirted on 4 sides

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

Note *4' comes skirted on 4 sides

___ 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

Any discrepancy in items ordered & items received or any complaint or question concerning services MUST BE reported IMMEDIATELY to CDS, whether at the service desk on site, or by calling our office at 601-948-4228 or emailing brooke@cds1958.com

Your problem will be resolved at that time and any valid adjustments in your account will be made at that time.

No credits and adjustments will be made based on information received AFTER the show opens.

CREDIT CARD

___ MASTERCARD ___ VISA ___ AMEX ___ DISCOVER

Account# _____

Exp. Date ___/___

Security Code: _____

Print Name on Card _____

Card Holder Signature _____

There is a 3.5 fee for paying with a credit card. Amount will be automatically charged to your transaction total or you may pay by check.

Qty	Description	Price on/before October 25	Price starts on October 26
-----	-------------	-------------------------------	-------------------------------

___ 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	\$ 10.00	\$ 12.00
___ Extender Rod	\$ 4.00	\$ 6.00
___ 8' h drapes per lin. Ft.	\$ 5.00	\$ 7.00

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
___ Chrome Garment Rack	\$10.00

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 \$ _____

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

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: _____



**DEEP SOUTH TURF EXPO
MS COAST CONVENTION CENTER
NOVEMBER 1 – 4, 2021**

ADVANCE ORDER DEADLINE: OCTOBER 25, 2021

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

Total all items ordered on this sheet _____

Add 7 % tax _____

Payment Enclosed _____

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

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

Any discrepancy in items ordered and items received or any complaint or question concerning services **MUST BE** reported to Convention Display Service immediately, whether at the CDS service desk or by calling our office at 601-948-4228 or emailing brooke@cds1958.com

Your problem will be resolved at that time and any valid adjustments in your account will be made at that time.

Credits and adjustments will not be made based on information received **AFTER** the show closes.

Return orders to CDS:

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

908 Larson Street
Jackson, MS 39202

Email: brooke@cds1958.com
Fax: 601-948-3824

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

Fax: 601-948-3824

Please call Brooke at 601-948-4228 for assistance

CREDIT CARD AUTHORIZATION

___ MASTERCARD ___ VISA ___ AMEX ___ DISCOVER

Account# _____

Exp. Date ____/____

Security Code: _____

Print Name on Card _____

Card Holder Signature _____

There is a 3.5% fee for paying with a credit card. Amount will be automatically charged to your transaction total or you may pay by check.

Company Name _____ Booth # _____

Contact Name _____ Title _____

Mailing Address _____ City _____ State _____ Zip _____

Phone (____) _____ Fax (____) _____

X Authorized Signature _____ E Mail: _____



Order Deadline: October 25, 2021

Carpet Color – Gray Mist

Any discrepancy in items ordered & items received or any complaint or question concerning services MUST BE reported IMMEDIATELY to CDS, whether at the service desk or by calling our office at 601-948-4228 or emailing brooke@cds1958.com.

Your problem will be resolved at that time and any valid adjustments in your account will be made at that time.

Credits and adjustments WILL NOT BE made based on information received AFTER the show closes.

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

Sub Total \$ _____

Add 7 % tax \$ _____

Payment Enclosed \$ _____

Qty	Description	Price on/before Oct 25	Price starts Oct 26
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' ___

CREDIT CARD

___ MASTERCARD ___ VISA ___ AMEX ___ DISCOVER

Account# _____

Exp. Date ___/___

Security Code: _____

Print Name on Card _____

Card Holder Signature _____

There is a 3.5% fee for paying with a credit card. Amount will be automatically charged to your transaction total or you may pay by check.

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

Fax: 601-948-3824

Please call Brooke at 601-948-4228 for assistance

Company Name _____ Booth # _____

Print Contact Name _____ Title _____

Phone (____) _____

Fax (____) _____

Email _____

x Authorized Signature _____



**ADVANCE ORDER DEADLINE:
OCTOBER 25, 2021**

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>There is a 3.5% fee for paying with a credit card. Amount will be automatically charged to your transaction total or you may pay by check.</p>	<p>Return order forms with payment to:</p> <p>Convention Display Service, Inc.</p> <p>P. O. Box 13387, Jackson, MS 39236-3387</p> <p>or</p> <p>908 Larson Street, Jackson, MS 39202</p> <p>or</p> <p>Email to: brooke@cds1958.com</p> <p>Fax: 601-948-3824</p> <p>Please call Brooke at 601-948-4228</p> <p>for assistance</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: OCTOBER 25

**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
INSTALL <input type="checkbox"/> ST <input type="checkbox"/> OT					
DISMANTLE <input type="checkbox"/> ST <input type="checkbox"/> OT					

☐ **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 AUTHORIZATION

___ **MASTERCARD** ___ **VISA** ___ **AMEX** ___ **DISCOVER**

Account# _____

Exp. Date ___/___

Security Code: _____

Print Name on Card _____

Card Holder Signature _____

There is a 3.5% fee for paying with a credit card. Amount will be automatically charged to your transaction total or you may pay by check.

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

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: OCTOBER 25, 2021

**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.



**Deep South Turf Expo
Mississippi Coast Convention Center – Biloxi, MS
November 1 – 4, 2021**

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 8:00 pm on Wednesday, November 3rd 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, SEPTEMBER 24 AND MONDAY, OCTOBER 25**

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 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, NOVEMBER 2, 2021

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

Schedule your shipments to arrive at this location between
Friday, September 24 and Monday, October 25

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, September 24 and Monday, October 25

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, September 24 and Monday, October 25

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, September 24 and Monday, October 25

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, NOVEMBER 2, 2021**

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, NOVEMBER 2, 2021**

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, NOVEMBER 2, 2021**

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, NOVEMBER 2, 2021**



Convention Display Service

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

MATERIAL HANDLING RATE SCHEDULE

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 are \$12.00 each Total = \$ _____

Forklift with driver - PER HOUR IN	\$100.00	\$ _____	Forklift with driver - 1/2 hr. MINIMUM IN	\$60.00	\$ _____
Forklift with driver - PER HOUR OUT	\$100.00	\$ _____	Forklift with driver - 1/2 hr. MINIMUM OUT	\$60.00	\$ _____

FORKLIFT RATED AT 5,000 LBS WITH 4' FORKS. IF THIS IS NOT ADEQUATE PLEASE CONTACT CDS TO MAKE SPECIAL ARRANGEMENTS

___ MASTERCARD ___ VISA ___ AMEX ___ DISCOVER

ACCT NUMBER _____

EXP ___/___ Security Code: _____

PRINT CARD HOLDER NAME _____

Card Holder Signature _____

There is a 3.5% fee for paying with a credit card. Amount will be automatically charged to your transaction total or you may pay by check.

Return Forms To:

Convention Display Service, Inc.

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

or

908 Larson Street, Jackson, MS 39202

brooke@cds1958.com

Fax: 601-948-3824

Exhibiting Firm Name: _____

Print Contact Name: _____

Mailing Address: _____ City _____ State _____ Zip _____

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

Convention or Show

DEEP SOUTH TURF EXPO – MS COAST CONVENTION CENTER – BILOXI

Signature _____



OUTBOUND SHIPPING FORM

DEEP SOUTH TURF EXPO

NOVEMBER 1 – 4, 2021

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

BILL TO:

CITY

STATE

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 Account #**☐ FEDEX AIR☐ 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 8:00 PM ON WEDNESDAY, NOVEMBER 3, 2021

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**

Company Name _____ Booth # _____

Contact Name _____ Phone () _____

Fax () _____ E-mail: _____

Authorized Signature _____



11/14/2018

MEMORANDUM:

RE: MS Coast Coliseum and Convention Center Fire Code Policy

Per 2020 event contract amendment, any vehicle inside Convention Center or Exhibit Hall must comply with all International Fire Code regulations for fire safety found in section 314 of IFC 2015. Requirements will be checked at move in 2020. Should a random inspection take place by the State or County Fire Marshall, vendor owned vehicles will be responsible for any and all fines, up to one thousand dollars (\$1,000) per violation, per day. Please review Section 314.4 below and make sure you are compliant next year.

Thank you for your cooperation in keeping safety #1!

IFC 2015 - SECTION 314.4 - INDOOR DISPLAYS

314.4 Vehicles. Liquid- or gas-fueled vehicles, boats or other motorcraft shall not be located indoors except as follows:

1. Batteries are **disconnected**.
2. Fuel in fuel tanks does not exceed **one-quarter tank or 5 gallons (19 L)** (whichever is least).
3. Fuel tanks and fill openings are closed and **sealed** to prevent tampering.
4. Vehicles, boats or other motorcraft equipment are not fueled or defueled within the building.

~MS Coast Coliseum & Convention Center Management



**MISSISSIPPI COAST CONVENTION CENTER
BILOXI, MS
NOVEMBER 1 – 4, 2021**

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