



P O Box 13387 – Jackson, MS 39236-3387  
Phone: 601-948-4228 / Fax: 601-948-3824

## EXHIBITOR SERVICE KIT

**Spring Market**  
**Mississippi Trademart – Jackson, MS**  
**March 22 – 25, 2018**

### SHOW SCHEDULE

<b><u>Exhibitor Move In:</u></b>	<b>Thursday</b>	<b>March 22, 2018</b>	<b>8:00 AM – 8:00 PM</b>
<b><u>CDS Service Desk:</u></b>	<b>Thursday</b>	<b>March 22, 2018</b>	<b>8:00 AM – 5:00 PM</b>
<b><u>Show Opens:</u></b>	<b>Friday</b>	<b>March 23, 2018</b>	<b>9:00 AM</b>
<b><u>Show Closes:</u></b>	<b>Sunday</b>	<b>March 25, 2018</b>	<b>5:00 PM</b>
<b><u>Show Dismantle:</u></b>	<b>Sunday</b>	<b>March 25 2018</b>	<b>5:00 PM</b>
<b><u>Show Specifications:</u></b>	<b>Drapes and table skirts will be black. The exhibit hall is not carpeted. Booth carpet is available by exhibitor order.</b>		
<b><u>Show Furnishings:</u></b>	<b>Standard booths are 10’ wide x 10’ deep and are provided with:  8’ high black back and side drapes (Please do not pin, tape or staple anything to this fabric.)</b>		

### **Booths are not provided with any furnishings or electrical service**

**If you need furnishings, electrical, carpet or material handling service, they must be ordered by submitting appropriate order forms with payment to Convention Display Service.**

**PLUGGING DIRECTLY INTO ELECTRICAL FLOOR BOXES, WALL OUTLETS, ETC. IS STRICTLY PROHIBITED.**

**Ordering by Monday, March 19, 2018 enables you to take advantage of discount pricing! Orders received after March 19<sup>th</sup> will be processed at the higher floor rate.**

**Please email completed order forms to [brooke@cds1958.com](mailto:brooke@cds1958.com), fax to 601-948-3824 or mail to one of the addresses listed on our forms.**

**Please contact Brooke Fuller at 601-948-4228 or [brooke@cds1958.com](mailto:brooke@cds1958.com) if you have any questions or need assistance with your order.**



**Convention Display Service**

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Phone: 601-948-4228 / Fax: 601-948-3824

Spring Market  
March 22 - 25, 2018  
Mississippi Trademart – Jackson, MS

## PLEASE BECOME FAMILIAR WITH THIS POLICY BEFORE ORDERING ANY SERVICES

Convention Display Service, Inc. is pleased to be the Trade Show Decorator / Service Contractor for this event.

Please contact Brooke Fuller at 601-948-4228 or [brooke@cds1958.com](mailto:brooke@cds1958.com) if you have any questions or need assistance with your order.

Telephone orders are not accepted.

Please mail, fax (601-948-3824) or scan and email your order and payment to [brooke@cds1958.com](mailto:brooke@cds1958.com)

Mailing address:

Convention Display Service, Inc.  
P O Box 13387  
Jackson, MS 39236-3387

Convention Display Service, Inc.  
908 Larson St.  
Jackson, MS 39202

### **Payment for Services:**

Convention Display Service, Inc. requires payment at the time services are ordered. Orders with payment in full must be received by Monday, March 19, 2018 to qualify for the discounted advance prices. Orders received without full payment will be returned to the exhibitor unprocessed.

Convention Display Service requires that all exhibitors using our services provide a valid credit card authorization form with their order, 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 is not exclusive to labor, material handling and/or other on-site services.

### **Method of Payment:**

Convention Display Service, Inc. accepts checks, Visa, Master Card and American Express as forms of payment. Please make sure all supplied credit card information is accurate.

A service charge of \$25.00 will be assessed to individuals or companies for returned checks or chargebacks.

Purchase Orders are also accepted but are not eligible for advance pricing. Please use floor pricing if submitting a purchase order.

### **Tax Exempt:**

If your company is tax exempt, a copy of your Tax Exemption Letter/Certificate (*not* Resale Certificate) must accompany your order. **Your exemption MUST be issued by the state the show takes place in.** Failure to submit your tax exemption status will result in appropriate sales tax being applied to your order.

### **Questions and Adjustments:**

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 Service Desk or by calling our office at 601-948-4228. 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.



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# CREDIT CARD BILLING AUTHORIZATION & PAYMENT POLICY

<p><b>THIS FORM MUST ACCOMPANY ALL ORDERS</b></p> <p><b>PAYMENT POLICY:</b> CDS requires payment in full, including applicable tax, when orders are submitted. <u>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.</u> <i>YOUR SHOWSITE 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</i></p> <p>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.</p> <div style="background-color: black; color: white; text-align: center; padding: 2px;"><b>NO REFUNDS WILL BE GIVEN FOR SERVICES NOT USED OR CANCELLED AFTER INSTALLATION.</b></div> <p>Questions, problems or discrepancies must be reported during exhibitor set up. No credits or adjustments will be considered after the show closes.</p> <ul style="list-style-type: none"> <li>• <b>CHECKS</b> - Must be payable to CONVENTION DISPLAY SERVICE &amp; drawn on US funds account</li> <li>• <b>PURCHASE ORDERS</b> – NOT CONSIDERED PAYMENT</li> </ul>	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">ORDER RECAP</th> <th style="text-align: right;">Total cost from each page</th> </tr> </thead> <tbody> <tr><td>Standard Furnishings</td><td>_____</td></tr> <tr><td>Electrical Service</td><td>_____</td></tr> <tr><td>Carpet</td><td>_____</td></tr> <tr><td>Cleaning</td><td>_____</td></tr> <tr><td>Material Handling</td><td>_____</td></tr> <tr><td colspan="2" style="text-align: right;"><b>Grand Total</b> \$ _____</td></tr> <tr><td colspan="2" style="text-align: center;"><b>Convention Display Service, Inc. Federal ID #64-0656926</b> <b>CDS is exempt from backup withholding tax</b></td></tr> <tr><td colspan="2">Check here if you want a receipt faxed <input type="checkbox"/> e-mailed <input type="checkbox"/></td></tr> <tr><td colspan="2">Email address for receipt: _____</td></tr> <tr><td colspan="2">Credit Card Authorization will be used for Convention Display Service, Inc. only.</td></tr> <tr><td colspan="2">Pre-Order Deadline Date for advance price: March 19, 2018 Orders received after March 19th are processed at floor price</td></tr> </tbody> </table>	ORDER RECAP	Total cost from each page	Standard Furnishings	_____	Electrical Service	_____	Carpet	_____	Cleaning	_____	Material Handling	_____	<b>Grand Total</b> \$ _____		<b>Convention Display Service, Inc. Federal ID #64-0656926</b> <b>CDS is exempt from backup withholding tax</b>		Check here if you want a receipt faxed <input type="checkbox"/> e-mailed <input type="checkbox"/>		Email address for receipt: _____		Credit Card Authorization will be used for Convention Display Service, Inc. only.		Pre-Order Deadline Date for advance price: March 19, 2018 Orders received after March 19th are processed at floor price	
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CREDIT CARD AUTHORIZATION - complete all information  American Express  MasterCard  Visa  
 THIS FORM IS FOR USE BY CONVENTION DISPLAY SERVICE ONLY. ALL INFORMATION IS KEPT CONFIDENTIAL

Account # \_\_\_\_\_ Verification Code \_\_\_\_\_

V-Code: MasterCard, Visa = 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**

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

Address \_\_\_\_\_

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

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

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

x Authorized Signature \_\_\_\_\_ E-Mail address \_\_\_\_\_

Convention or Trade Show: Spring Market – Jackson, MS

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

SCAN AND EMAIL TO [brooke@cds1958.com](mailto:brooke@cds1958.com)



**Convention Display Service**

P O Box 13387 – Jackson, MS 39236-3387  
Phone: 601-948-4228 / Fax: 601-948-3824

## Spring Market Show Special Packages

This order form and payment **MUST** be returned to Convention Display Service, Inc. with payment in full including tax, no later than March 19, 2018 to take advantage of these package deals. This special rate will **NOT** be available after March 19th.

\_\_\_\_\_ **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  TEAL  MEDIUM RED  HUNTER GREEN

\_\_\_\_\_ **PACKAGE B: ONE 6' 30" SKIRTED TABLE  
ONE CHAIR  
ONE WASTEBASKET**

**\$84.00**  
Discount Price

**\$105.00**  
Standard Price

\_\_\_\_\_ **PACKAGE C: ONE 9' x 10' CARPET  
ONE 9' x 10' CARPET PAD  
ONE 6' 30" SKIRTED TABLE  
ONE CHAIR  
ONE WASTEBASKET**

**\$166.00**  
Discount Price

**\$208.00**  
Standard Price

**PLEASE SELECT CARPET COLOR:**

GRAY MIST  BLACK  TEAL  MEDIUM RED  HUNTER GREEN

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

**Add 8 % Tax** \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

Please type or print

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

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

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

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

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: BROOKE@CDS1958.COM



**FURNITURE & ACCESSORIES**

**Show: Spring Market**  
**Discount Deadline: March 19, 2018**  
**Phone Orders Not Accepted**

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
___	Skirted 6' table	\$ 75.00	\$100.00
___	Skirted 8' table	\$ 95.00	\$125.00
___	4 <sup>th</sup> Side Skirting, Optional	\$ 20.00	___

Note \*4' comes skirted on 4 sides

**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
___	Skirted 6' table	\$ 95.00	\$125.00
___	Skirted 8' table	\$110.00	\$145.00
___	4 <sup>th</sup> Side Skirting, Optional	\$ 35.00	___

Note \*4' comes skirted on 4 sides

**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
___	Extender Rod		\$ 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

**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 sheets with 1/4" holes - **hooks not provided**

___	Literature Rack	\$ 25.00	___
___	Bag Stand	\$ 25.00	___
___	Lollipop Stand - chrome	\$ 25.00	___

**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	___

Total cost of all items ordered on this sheet		_____
Add 8 % 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  
**Email** brooke@cds1958.com

Exhibiting Firm Name \_\_\_\_\_

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

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

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

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



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 www.conventiondisplayservice.com

## ELECTRICAL SERVICE

**Show: Spring Market**  
**Discount Deadline: March 19, 2018**

Calculate electrical needed for lighting by adding the wattage of each bulb you will be using.

For all other equipment, read the ratings from the specifications label attached to each unit.

**CDS electrical lines have single plugs.**

**Exhibitors are responsible for providing their own extension cords or power strips.**

Qty	Description	Advance Price	Floor Price
<b>120/110 Volt Service</b>			
___	500 Watts ( 5 Amps)	\$ 95.00	\$120.00___
___	1000 Watts (10 Amps)	\$106.00	\$132.00___
___	1500 Watts (15 Amps)	\$118.00	\$148.00___
___	2000 Watts (20 Amps)	\$136.00	\$166.00___

All electrical connections must be made by the contractor to conform with 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.

Total cost of all items ordered on this sheet	\$ _____
	Add 8 % tax \$ _____
Total Payment Enclosed	\$ _____

**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 (220) – 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 (220) – 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

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  
 Street Address 908 Larson Street  
 Jackson, MS 39202

by e-mail to [brooke@cds1958.com](mailto:brooke@cds1958.com)

by fax to 601-948-3824

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_  
 Contact Name \_\_\_\_\_ Title \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_  
 X Authorized Signature \_\_\_\_\_ E-Mail: \_\_\_\_\_



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## STANDARD BOOTH CARPET

**Show: Spring Market**  
**Order Deadline: March 19, 2018**  
**Phone Orders Not Accepted**

*adjustments will be considered unless approved by CDS on site. No refunds will be issued on site.*

*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*

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>Standard Carpet Color</b>			
<input type="checkbox"/> Gray Mist <input type="checkbox"/> Medium Red <input type="checkbox"/> Black <input type="checkbox"/> Teal <input type="checkbox"/> Hunter Green			
<b>No color substitutions</b>			

### 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 8% 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

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



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[www.conventiondisplayservice.com](http://www.conventiondisplayservice.com)

**Spring Market  
Mississippi Trademart – Jackson, MS  
March 22 - 25, 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 your bill of lading in your booth.

Exhibitors who wish to ship outbound materials via any carrier other than the official show carriers must make the outbound arrangements with their carrier. Official show carriers are FedEx Air and ABF/ArcBest.

Carriers must be on site at the Mississippi Trademart, 1200 East Mississippi Street, Jackson, MS 39202 to pick up outbound freight by 10:00 a.m. on Monday, March 26, 2018

CDS reserves the right to re-route shipment via the official show carrier as necessary, at the exhibitors' expense.





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## SHIPPING & MATERIAL HANDLING INFORMATION

Spring Market  
Mississippi Trademart – Jackson, MS  
March 22 – 25, 2018

Convention Display Service, Inc. is the official drayage/material handling contractor for this event. Please read all information contained in this section carefully so that 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 Company Name**  
**Spring Market**  
**c/o CDS**  
**908 Larson Street**  
**Jackson, MS 39202**

**SHIPMENTS MUST ARRIVE AT THE ADVANCE RECEIVING ADDRESS BY MONDAY, MARCH 19, 2018 TO INSURE PROPER HANDLING. There is a drayage charge for this service.** *Shipments will be accepted at the advance receiving address no earlier than thirty days prior to show set up. Receiving hours are 8 AM to 4 PM, Monday – Friday. Closed on Saturday and Sunday*

#### DIRECT TO SITE

**Exhibiting Company Name**  
**Spring Market**  
**c/o CDS @ Mississippi Trademart**  
**1200 East Mississippi Street**  
**Jackson, MS 39202**

### **SHIPMENTS WILL NOT BE ACCEPTED ON-SITE UNTIL THURSDAY, MARCH 22, 2018**

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

**If exhibitors are not on site to receive and sign for delivery or not located by freight delivery drivers, shipments will be signed for by CDS personnel and exhibitors will be charged a drayage fee by CDS accordingly.**

**A credit card will need to be supplied to CDS for payment before freight is placed in booth.**

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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**

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

Schedule your shipments to arrive at this location between Monday, February 19 and Monday, March 19

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

Spring Market  
c/o CDS  
908 Larson Street  
Jackson, MS 39202

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

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

(Please number each piece)

**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 Monday, February 19 and Monday, March 19

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

Spring Market  
c/o CDS  
908 Larson Street  
Jackson, MS 39202

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

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

(Please number each piece)

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Jackson, MS 39202

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

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

(Please number each piece)

**DIRECT TO SHOW SITE SHIPPING LABEL**

Schedule your shipments to arrive at this location on or after  
Thursday, March 22, 2018

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

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

Spring Market  
c/o CDS at Mississippi Trademart  
1200 East Mississippi Street  
Jackson, MS 39202

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

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

(Please number each piece)

**DO NOT ATTEMPT TO DELIVER PRIOR TO  
THURSDAY, MARCH 22, 2018**

**DIRECT TO SHOW SITE SHIPPING LABEL**

Schedule your shipments to arrive at this location on or after  
Thursday, March 22, 2018

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

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

Spring Market  
c/o CDS at Mississippi Trademart  
1200 East Mississippi Street  
Jackson, MS 39202

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

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

(Please number each piece)

**DO NOT ATTEMPT TO DELIVER PRIOR TO  
THURSDAY, MARCH 22, 2018**

**DIRECT TO SHOW SITE SHIPPING LABEL**

Schedule your shipments to arrive at this location on or after  
Thursday, March 22, 2018

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

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

Spring Market  
c/o CDS at Mississippi Trademart  
1200 East Mississippi Street  
Jackson, MS 39202

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

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

(Please number each piece)

**DO NOT ATTEMPT TO DELIVER PRIOR TO  
THURSDAY, MARCH 22, 2018**

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

Spring Market  
c/o CDS at Mississippi Trademart  
1200 East Mississippi Street  
Jackson, MS 39202

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

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

(Please number each piece)

**DO NOT ATTEMPT TO DELIVER PRIOR TO  
THURSDAY, MARCH 22, 2018**



P O Box 13387 – Jackson, MS 39236-3387  
 Phone: 601-948-4228 / Fax: 601-948-3824  
 www.conventiondisplayservice.com

# 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

## 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)  
 \*\*\*\*\*

Multiply \$50.00 by the CWT for drayage cost  
 For example, a 300 lb. shipment would be \$50.00 x 3 = \$150.00

**SMALL PACKAGE:** Maximum weight per shipment, per delivery is 50 lbs. Cases of any weight or type are not considered small packages

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

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.

## 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.

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 \$ \_\_\_\_ per CWT = **Material Handling Charge (per individual shipment)** = \$ \_\_\_\_

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

**Small Package** 1<sup>st</sup> container **\$30.00** \_\_\_\_ Add'l containers @ **\$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**

**A CREDIT CARD MUST BE PLACED ON FILE IF MATERIAL HANDLING OR OUTBOUND SERVICES ARE REQUESTED – PLEASE SUBMIT THE SEPARATE CREDIT CARD AUTHORIZATION FORM ALONG 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 **SPRING MARKET - JACKSON, 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



P O Box 13387 – Jackson, MS 39236-3387  
 Phone: 601-948-4228 / Fax: 601-948-3824  
 www.conventiondisplayservice.com

RETURN SHIPPING FORM  
 Spring Market  
 Mississippi Trademart

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.

FAILURE TO CONFIRM FINANCIAL ARRANGEMENTS FOR CDS MATERIAL HANDLING SERVICES IN ADVANCE MAY RESULT IN SHIPPING DELAYS

SHIP TO: \_\_\_\_\_  
 \_\_\_\_\_  
 CITY \_\_\_\_\_  
 STATE \_\_\_\_\_ ZIP \_\_\_\_\_

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 delay of rush shipments.

PLEASE CHOOSE OUTBOUND SERVICE PROVIDER BELOW:

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 will be available at the CDS service desk.

Convention Display Service has designated ABF Freight/ArcBest and FedEx Air as the official show carriers. If you choose to use one of these carriers, CDS will arrange for the pick-up of your goods from either show site or the CDS warehouse. Bills of Lading and Air Bills may be obtained from the CDS Service Desk for these methods. Freight charges will be billed through ABF Freight/ArcBest and FedEx Air. Note: Drayage/Material Handling fees will be billed through Convention Display Service and must be paid before exhibitor leaves the show site.

- ABF FREIGHT/ARCBEST ABF/ArcBest Account # \_\_\_\_\_
- FEDEX AIR FedEx Acct. # \_\_\_\_\_
- OTHER (please name) \_\_\_\_\_

You may choose ANY carrier you wish as long as they pick up your shipment by the designated freight deadline time indicated below. **If exhibitors select a carrier other than one of the official show carriers, it is the responsibility of the exhibitor to contact that carrier. Convention Display Service's access to the show floor is limited after the close of the show, therefore if the freight carrier you have selected has not arrived by the close of the freight deadline, CDS MUST force the freight off the show floor FOR THE SECURITY OF YOUR MATERIALS.**

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 the Convention Display Service Freight Desk.

**ALL CARRIERS MUST BE ON SITE FOR PICK UP BY 10:00 AM ON MONDAY, MARCH 26, 2018**

**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**

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

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

Contact Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

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

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

**SPRING MARKET  
MISSISSIPPI TRADE MART – JACKSON, MS  
MARCH 22 – 25, 2018**

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**Additional Vendor Services**

**THE FOLLOWING SERVICE PROVIDERS ARE INCLUDED FOR CONVENIENCE. HOWEVER, WITH THE EXCEPTION OF TELEPHONE SERVICE, ARRANGEMENTS MAY BE MADE WITH THE PROVIDER OF YOUR CHOICE. ARRANGEMENTS FOR THE FOLLOWING SERVICES MUST BE MADE DIRECTLY BETWEEN THE EXHIBITING FIRM AND THE SUPPLIER**

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

**FLORAL**

**GREEN OAK FLORIST  
601-956-5022**

**TEMPORARY TELEPHONE  
& SECURED INTERNET SERVICE**

**AT&T UVERSE  
CONTACT JAMICIA McEACHERN  
AT PHONE 800.620.6000 OR  
EMAIL jm7570@att.com  
SERVICE SITE IS  
MISSISSIPPI TRADEMART  
1200 E. MISSISSIPPI STREET  
JACKSON, MS 39202**

**AUDIO VISUAL**

**BOWIE AUDIO VISUAL  
601-957-6566**

**TECH-PLUS A/V SERVICES  
601-961-9700**