



Mississippi Association of Supervisors Convention
 MS Coast Coliseum & Convention Center – Biloxi, MS
 June 13-15, 2022

Convention Display Service, Inc. is pleased to be the official Exposition Service Contractor for the Mississippi Association of Supervisors Convention. This packet contains information you will need to order additional furnishings and electrical service for this event. We look forward to assisting with your needs.

- Booth Size:** 10' wide x 10' deep or increments thereof
- Booth Furnishings:** 8 ft tall teal/ecru/teal back drapes
 3 ft tall teal side drapes
- One 7" x 44" ID Sign with company name and booth number
 One 6' x 24' x 30" table with white vinyl top and teal skirt
 Two chairs
 One wastebasket
- 900 Row:** Bulk space does not receive booth furnishings (Truck and equipment area)

PLEASE DO NOT PIN, TAPE, ZIPTIE, VELCRO, STAPLE or OTHERWISE ALTER CDS CLOTH GOODS.

EXHIBITORS ARE FINANCIALLY RESPONSIBLE FOR REPLACEMENT COST FOR ANY DAMAGE OR MODIFICATIONS MADE TO CLOTH GOODS OR ANY OTHER EQUIPMENT RENTED FROM CDS



BOOTHS ARE NOT PROVIDED ELECTRICAL SERVICE

If you will need electrical service, it must be ordered through CDS. Plugging directly into floor boxes or wall outlets is prohibited.

If you would like to order additional furnishings, electrical service, carpet, or material handling services, please complete the appropriate order form in the exhibitor packet from Convention Display Service and email to brooke@cds1958.com or fax to 601-948-3824.

Exhibit Hall: The Mississippi Coast Coliseum and Convention Center is not carpeted.
 Booth carpet is available for rent by exhibitor order

Deadline Dates

- **Friday, May 6** Advance shipments may begin arriving at the warehouse
Advance warehouse receiving hours: Monday – Friday, 8 AM to 4 PM
- **Monday, June 6** Deadline for advance shipments to arrive at the advance warehouse
- **Monday, June 6** Order Discount Deadline – payment must accompany order
- **Monday, June 13** First day shipments can arrive at the Mississippi Coast Convention Center
- **Wednesday, June 15** Carriers must be at the Mississippi Coast Convention Center for outbound shipment pick up 6:00 pm

Show Schedule

- **Monday, June 13** Exhibitor move in 1:00 pm – 4:00 pm
 - **Tuesday, June 14** Exhibitor move in 8:30 am – 11:00 am
 - **Monday, June 13** Truck-Trailer/Equipment move in 8:00 am until 4:00 pm (move in times will be scheduled)
- Contact Brooke Fuller with Convention Display Service at brooke@cds1958.com or 601-948-4228 with questions regarding bulk move in times
- Please refer to Fire Code Policy for MGCCC included in this packet
- **Tuesday, June 14** Convention hours 11:30 am – 3:00 pm
 - **Wednesday, June 15** Convention hours 7:30 am – 3:00 pm
 - **Wednesday, June 15** Show Close/Dismantle 3:00 pm – 5:00 pm

If you have any questions regarding orders, please contact Brooke Fuller at brooke@cds1958.com or 601-948-4228.

NOTE: CDS does not have online ordering. Orders may be placed by completing the order forms in this packet.

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
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Mississippi Association of Supervisors
Mississippi Coast Convention Center
June 13-15, 2022

PAYMENT POLICIES

CDS requires full payment for services and rentals requested before the order will be processed. Orders received without payment will not be processed.

- All prices include delivery, installation, rental charges for the duration of the event and removal at completion.
- All charges, excluding material handling, cleaning, and labor, are subject to sales tax.
- Payment in full must accompany all orders by Monday, June 6th to receive the advance price.
- Orders received after June 6th will be charged the standard floor rate.
- To be tax exempt, you must be a state, government, or nonprofit organization. If you are eligible, please provide a copy of the exemption certificate when placing your order. Sales tax rate is 7%.
A resale certificate is not acceptable as proof of exemption, as CDS does not provide items to be resold.
- **There is a 3.5% convenience 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**

SALES TAX AND EXEMPTIONS

- All charges, excluding material handling, cleaning, and labor, are subject to sales tax.
- To be tax exempt, you must be a state, government, or nonprofit organization. If you are eligible, please provide a copy of the exemption certificate when placing your order. Sales tax rate is 7%.
- A resale certificate is not acceptable or proof of exemption, as CDS does not provide items to be resold.

PAYMENT OPTIONS

- Payment by Email: Email your order with full payment to brooke@cds1958.com
- Payment by Fax: Fax your order with full payment to 601-948-3824 – Attention: Brooke
- Payment by Mail: Mail your order form with full payment to: Convention Display Service
P O Box 13387
Jackson, MS 39236-3387
- CDS accepts checks, MasterCard, Visa, American Express and Discover as forms of payment.
- If submitting a check for payment, please attach with the completed order forms and mail to Convention Display Service.
- 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.
- Please make sure all supplied credit card information is current, accurate and legible, including expiration date and the 3- or 4-digit security code.
- **There is a 3.5% convenience 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**

PAYMENT POLICIES (continued)

CANCELLATION / REFUND POLICY

- Orders canceled prior to June 6th will be refunded at 100% of original price,
- Orders canceled after June 6th and prior to delivery to booth will be refunded at 50% of original price.
- No refunds will be granted for services or equipment not used, or canceled 3 days prior to exhibitor move-in.
- No refunds will be granted for any services or items canceled during exhibitor move-in or show site.
- No refunds will be granted for any services or items after the show has ended, including items ordered and not received

ADVANCE ORDERS

- Deadline to receive the advance price for the Mississippi Association of Supervisor Convention is Monday, June 6, 2022
- CDS requires full payment, including tax, for services and rentals requested before the order will be processed.
- Orders received without payment will not be processed.
- Please include your complete customer information on each form submitted.
- Advance payment for labor should be based on an estimation of installation and dismantling hours
- Advance payment for material handling should be based on an estimated weight.
- 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.

ON-SITE ORDERS

- All on site orders, including material handling or labor, are payable upon placing the order.
- A credit card must be on file for material handling or labor services, regardless of payment method.
- Orders received after the advance date deadline or on show site will be billed at the standard prices.
- Orders will not be filled until payment has been received.

MATERIAL HANDLING/LABOR/RIGGING

- If you are shipping items to our advance warehouse, to show site for CDS to accept, or shipping items outbound from show site with CDS or ordering labor for installation and dismantle, you must complete the credit card authorization form
- Our services will not be performed unless we have a credit card authorization form on file.
- If you require outbound shipping services or dismantle labor on move out, your credit card will be charged.



Mississippi Association of Supervisors
 Mississippi Coast Convention Center
 June 13-15, 2022

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
 OR E-MAIL brooke@cds1958.com**



CREDIT CARD BILLING AUTHORIZATION & PAYMENT POLICY

Mississippi Association of Supervisors

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.

CANCELLATION / REFUND POLICY

*Orders canceled prior to the advance discount date will be refunded at 100% of original price.
 *Orders canceled after the advance discount date and before 3 days prior to exhibitor move-in will be refunded at 50% of original price.
 *No refunds will be granted for services or equipment not used, or canceled 3 days prior to exhibitor move-in.
 *No refunds will be granted for any services or items canceled during exhibitor move-in or show site.
 *No refunds will be granted for any services or items after the show has ended, including items ordered and not received.

Please enter total cost ordered from each page on appropriate line

Standard Furnishings

Electrical Service

Carpet

Booth Cleaning

Material Handling

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 _____ BILLING ADDRESS: _____ BILLING ZIP CODE _____

PRINT CARDHOLDER NAME _____

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: _____



**Mississippi Association of Supervisors
June 13-15, 2022**

ADVANCE ORDER DEADLINE: JUNE 6, 2022

Qty	Description	Price before/on June 6th	Price begins June 7th
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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 teal skirt	\$ 55.00	\$ 75.00
___ 6' 30" table with teal skirt	\$ 75.00	\$100.00
___ 8' 30" table with teal skirt	\$ 95.00	\$125.00
___ 4 th Side Skirt, Optional	\$ 20.00	\$ 20.00

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

___ 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

Qty	Description	Price before/on June 6th	Price begins June 7th
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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	\$ 10.00	\$ 12.00
___ Extender Rod	\$ 4.00	\$ 6.00
___ Add'l 8' h drapes per lin. Ft	\$ 5.00	\$ 6.00

Available by advance order only by June 6th

___ 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	\$ _____

CANCELLATION / REFUND POLICY

- *Orders canceled prior to the advance discount date will be refunded at 100% of original price.
- *Orders canceled after the advance discount date and before 3 days prior to exhibitor move-in will be refunded at 50% of original price.
- *No refunds will be granted for services or equipment not used, or canceled 3 days prior to exhibitor move-in.
- *No refunds will be granted for any services or items canceled during exhibitor move-in or show site.
- *No refunds will be granted for any services or items after the show has ended, including items ordered and not received.

CREDIT CARD AUTHORIZATION	
___ MASTERCARD	___ VISA
___ AMEX	___ DISCOVER
Account# _____	
Exp. Date ___/___	
Security Code: _____ Zip Code _____	
Billing Address: _____	
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 # _____

Contact Name _____

Mailing Address: _____ City _____ State _____ Zip _____

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



Mississippi Association of Supervisors
June 13-15, 2022
Advance Price Order Deadline: June 6, 2022

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

Total cost of all items ordered on this sheet	\$ _____
Add 7 % tax	\$ _____
Payment Enclosed	\$ _____

Qty	Description	Price on/before June 6th	Price starts on June 7th
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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.

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.

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___

CANCELLATION / REFUND POLICY

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- No refunds will be granted for services or equipment not used, or canceled 3 days prior to exhibitor move-in.
- No refunds will be granted for any services or items canceled during exhibitor move-in or show site.
- No refunds will be granted for any services or items after the show has ended, including items ordered and not

CREDIT CARD

___ MASTERCARD ___ VISA ___ AMEX ___ DISCOVER

Account # _____

Exp. Date ___/___ Zip Code: _____

Security Code: _____

Address: _____

Print Name on Card _____

Card Holder Signature _____

There is a 3.5% convenience 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

Exhibiting Company Name _____ Booth # _____

Contact Name _____ Title _____

Mailing Address _____ City _____ State _____ Zip _____

Phone (____) _____ Fax (____) _____

X Authorized Signature _____ E-Mail: _____



STANDARD BOOTH CARPET

Show: Mississippi Association of Supervisors
Order Deadline: June 6, 2022
Phone Orders Not Accepted

Qty	Description	Price on/before June 6th	Price starts on June 7th
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' ___

Carpet Color – Gray Mist

CANCELLATION / REFUND POLICY

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 *No refunds will be granted for services or equipment not used, or canceled 3 days prior to exhibitor move-in.
 *No refunds will be granted for any services or items canceled during exhibitor move-in or on show site.
 *No refunds will be granted for any services or items after the show has ended, including items ordered and not received.

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

CREDIT CARD

CREDIT CARD AUTHORIZATION

MASTERCARD VISA AMEX DISCOVER

Account# _____

Exp. Date ___/___

Security Code: _____ Zip Code _____

Billing Address: _____

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 contact Brooke at brooke@cds1958.com or call
 601-948-4228 for assistance

Company Name _____ Booth # _____
 Print Contact Name _____ Title _____
 Phone (____) _____ Fax (____) _____
 Email _____
 x Authorized Signature _____



MISSISSIPPI ASSOCIATION OF SUPERVISORS

ADVANCE ORDER DEADLINE:
JUNE 6, 2022

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 _____ # of days
 Total # of Sq. Ft _____ x \$.30 Per Day \$ _____

JANITORIAL			
<input type="checkbox"/> EMPTY WASTEBASKETS DAILY	_____ Days @ 18.00 Per Booth Per Day		\$ _____

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.	<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>

Exhibiting Company Name: _____ Booth # _____
 Contact Name: _____ Title: _____
 Address: _____
 City: _____ State _____ Zip _____
 Phone: (____) _____ Fax: (____) _____ E-Mail _____
 Authorized Signature _____



**Mississippi Association of Supervisors Convention
Mississippi Coast Convention Center
June 13-15, 2022**

SHIPPING AND MATERIAL HANDLING TIPS

It is the responsibility of the exhibiting company to arrange 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 must make the outbound arrangements with their carrier. Should your carrier fail to arrive by the designated time or refuses to pick up your shipment for any reason, CDS reserves the right to re-route shipment via the official show carrier as necessary, at the exhibitor's expense.

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



MISSISSIPPI ASSOCIATION OF SUPERVISORS CONVENTION

SHIPPING INFORMATION AND INSTRUCTIONS

Material handling is the process of receiving your materials, either at the advance warehouse, delivering them to your booth, removing the empty containers for storage during the show, returning the empty containers to your booth at the close of the show, delivering your materials back to the dock and loading outbound shipping. Material handling fees are a round trip fee.

ADVANCE SHIPMENTS

- Advance shipping is the recommended option, as some convention centers, hotels and facilities do not have facilities for receiving or storing freight. Items shipped to the CDS advance warehouse will be stored for 30 days prior to the show and will be delivered to the exhibit hall and your booth by the CDS team.
- The advance warehouse will begin receiving shipments on Friday, May 6, 2022.
- All advance shipments must arrive by Monday, June 6, 2022.
- Receiving hours are 8:00 am until 4:00 pm, Monday through Friday. Shipments are not received on weekends or holidays.
- All shipments must be prepaid. Collect shipments will be refused by CDS
- Shipments received without receipts, bills of lading, freight bills or specified unit counts on the receipts, bills of lading or freight bills from carriers will be delivered to the exhibitor's booth without guarantee of piece count or condition. Material handling and additional charges may apply.
- Small packages – Cartons, envelopes, etc. under 50 lbs., received in a SINGLE shipment- will be charged \$30.00 for the first piece and \$12.00 for each additional piece in the same shipment.
- Pricing is based on weight of shipment received. If no weight ticket or inaccurate weight tickets are indicated on the delivery documents presented, CDS reserves the right to estimate, and charges shall be based on the estimates. The estimated weight shall be final and binding if actual scale weight figures are not submitted prior to the close of the show.

ADVANCE SHIPPING STEPS

- ✓ Remove all old shipping and empty storage labels.
- ✓ Print new advance shipping labels and affix to your items
- ✓ Complete a bill of lading or freight bill showing number of pieces, weight and type and affix to your items.
- ✓ Confirm your target shipping dates, shipping addresses, material handling charges, polices, etc.
- ✓ Order material handling service with CDS
- ✓ Arrange shipping with your carrier
- ✓ Provide your carrier explicit information as to where and when to check in, where to deliver, etc.
- ✓ Delivery and pick up times are often out of range of the "normal" delivery hours, make sure your carrier is committed to meeting your target dates and times.
- ✓ While making advance shipping plans to the show, remember to also plan for the return shipment.
- ✓ Make sure the following 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



**MISSISSIPPI ASSOCIATION OF SUPERVISORS CONVENTION
SHIPPING INFORMATION AND INSTRUCTIONS CONTINUED**

DIRECT TO SITE SHIPMENTS

- All shipments shipped direct to show site **MUST ARRIVE NO EARLIER THAN MONDAY, JUNE 13, 2022**
- Any shipments arriving prior to June 13, 2022 may be refused.
- As an exhibitor, it is your responsibility to instruct your carrier of the proper date for direct to show site deliveries.
- CDS will not be responsible for refused or delayed shipments resulting from attempted deliveries to show site prior to June 13, 2022. Shipments signed for by the facility staff may be turned over to CDS for distribution. If so, exhibitors will be charged a material handling fee accordingly,
- CDS is not responsible for any shipments sent direct to show site, unless otherwise contracted to accept the freight on an exhibitor's behalf. In this event, a credit card must be placed on file and material handling charges will be applied to the credit card.
- Please note that when choosing direct to show site shipping, your items are not guaranteed to be in your booth upon your arrival. Your shipment will arrive to your booth when your carrier arrives and delivers it to your booth, or you retrieve it from the carrier. CDS is not involved in direct to show site shipping in any way, unless contracted.
- If CDS is required by the facility to accept any show site deliveries or a carrier is unable to locate an exhibitor for a signature, CDS will accept the shipments and exhibitors will be charged a material handling fee accordingly. A credit card will need to be placed on file prior to CDS placing the items in an exhibitor's booth.

DIRECT TO SITE SHIPPING STEPS

- ✓ Remove all old shipping and empty storage labels.
- ✓ Print new advance shipping labels and affix to your items
- ✓ Complete a bill of lading or freight bill showing number of pieces, weight and type and affix to your items.
- ✓ Confirm your target shipping dates, shipping addresses, material handling charges, polices, etc.
- ✓ Order material handling service with CDS
- ✓ Arrange shipping with your carrier
- ✓ Provide your carrier explicit information as to where and when to check in, where to deliver, etc.
- ✓ Delivery times are often out of range of the "normal" delivery hours, make sure your carrier is committed to meeting your target dates and times.
- ✓ Make sure the following 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



MISSISSIPPI ASSOCIATION OF SUPERVISORS CONVENTION

SHIPPING INFORMATION AND INSTRUCTIONS CONTINUED

OUTBOUND SHIPPING

Outbound shipping is not an automatic process. Please read!

- Remove all old shipping and “empty” labels. If you are unable to remove the inbound labels, mark through the old address with a marker or pen. Be certain each piece is labeled with the NEW DESTINATION ADDRESS.
- It is your responsibility for making certain that your shipments are re-packed, labeled and properly executed shipping documents are tendered to CDS before departing show floor.
- If you have multiple items to be shipped, group the portions together so a stray piece will not be overlooked.
- Consistent with trade show industry practices, there may be a lapse of time between your departure time and the actual pick up of your materials. During this time, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials. If you prefer, you may leave your packed materials in your booth unattended, with the understanding that CDS is not responsible for any lost, stolen or damaged materials.
- A bill of lading, freight bill or air bill is required on ALL outbound shipments, regardless of carrier and is mandatory for CDS to release your materials to your specific carrier at the close of the show.
- After your materials are packed, labeled and ready to be shipped, return the completed bill of lading, material handling, return shipping forms, along with the Credit Card Authorization to the CDS Service Desk. **DO NOT LEAVE OUTBOUND BILLS OF LADING IN YOUR BOOTH.**
- The preferred show carriers are ABF/ArcBest and FedEx Air. CDS can make outbound arrangements with ABF/ArcBest and FedEx Air only! Exhibitors must provide their account numbers and billing information for CDS to schedule arrangements. CDS is not responsible for carrier charges.
- Exhibitors who wish to ship outbound materials via any carrier other than the official show carriers **MUST** call them to arrange on-site pick up. Be advised that most carriers will not come the day they are called. Plan ahead!
- If using an alternate carrier, please provide CDS with shipping documents and/or labels as well as the CDS return shipping form for documentation.
- All carriers must at the Mississippi Coast Convention Center for outbound shipment pick up by 6:00 pm on Wednesday, June 15, 2022
- If a carrier fails to arrive by 6:00 pm on Wednesday, June 15, 2022, CDS reserves the right to clear the floor and re-route shipments via one of the show carriers at the exhibitor’s expense. CDS assumes no liability for such removal or re-routing. **NO** shipments will be left on the show floor.
- Shipments without paperwork turned in to CDS will be forced onto another carrier at Exhibitor’s expense.



SHIPPING & MATERIAL HANDLING INFORMATION

Mississippi Association of Supervisors Convention
Mississippi Coast Convention Center
June 13-15, 2022

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
Mississippi Association of Supervisors
c/o CDS at ABF/ArcBest
12297 Shriners Blvd
Biloxi, MS 39532

SHIPMENTS WILL BE ACCEPTED AT THE ADVANCE WAREHOUSE BETWEEN FRIDAY, MAY 6, 2022 AND MONDAY, JUNE 6, 2022. It is recommended that shipments arrive no later than June 6, 2022 to ensure timely delivery to show site. Shipments arriving prior to May 6th may incur storage fees.

Receiving hours are 8 AM to 4 PM, Monday – Friday. Closed on Saturday and Sunday

DIRECT TO SITE

Exhibiting Firm Name
Mississippi Association of Supervisors
c/o MS Coast Convention Center
2350 Beach Blvd
Biloxi, MS 39531

SHIPMENTS WILL NOT BE ACCEPTED ON-SITE UNTIL MONDAY, JUNE 13, 2022

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 accordingly.

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

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

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

ADVANCE WAREHOUSE SHIPPING LABEL

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

Schedule your shipments to arrive at this location between Friday, May 6, 2022 – Monday, June 6, 2022

TO: _____
(Company Name)

Mississippi Association of Supervisors
c/o CDS at ABF/ArcBest
12297 Shriners Blvd
Biloxi, MS 39532

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 Friday, May 6, 2022 – Monday, June 6, 2022

TO: _____
(Company Name)

Mississippi Association of Supervisors
c/o CDS at ABF/ArcBest
12297 Shriners Blvd
Biloxi, MS 39532

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 Friday, May 6, 2022 – Monday, June 6, 2022

TO: _____
(Company Name)

Mississippi Association of Supervisors
c/o CDS at ABF/ArcBest
12297 Shriners Blvd
Biloxi, MS 39532

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 Friday, May 6, 2022 – Monday, June 6, 2022

TO: _____
(Company Name)

Mississippi Association of Supervisors
c/o CDS at ABF/ArcBest
12297 Shriners Blvd
Biloxi, MS 39532

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
Monday, June 6, 2022

TO: _____
(Participating Company Name)

Mississippi Association of Supervisors
c/o MS Coast Convention Center
2350 Beach Blvd.
Biloxi, MS 39531

Booth Number: _____

PIECE _____ OF _____

**DO NOT ATTEMPT TO DELIVER PRIOR TO
MONDAY, JUNE 6, 2022**

DIRECT TO SHOW SITE SHIPPING LABEL

Schedule your shipments to arrive at this location on or after
Monday, June 6, 2022

TO: _____
(Participating Company Name)

Mississippi Association of Supervisors
c/o MS Coast Convention Center
2350 Beach Blvd.
Biloxi, MS 39531

Booth Number: _____

PIECE _____ OF _____

**DO NOT ATTEMPT TO DELIVER PRIOR TO
MONDAY, JUNE 6, 2022**

DIRECT TO SHOW SITE SHIPPING LABEL

Schedule your shipments to arrive at this location on or after
Monday, June 6, 2022

TO: _____
(Participating Company Name)

Mississippi Association of Supervisors
c/o MS Coast Convention Center
2350 Beach Blvd.
Biloxi, MS 39531

Booth Number: _____

PIECE _____ OF _____

**DO NOT ATTEMPT TO DELIVER PRIOR TO
MONDAY, JUNE 6, 2022**

DIRECT TO SHOW SITE SHIPPING LABEL

Schedule your shipments to arrive at this location on or after
Monday, June 6, 2022

TO: _____
(Participating Company Name)

Mississippi Association of Supervisors
c/o MS Coast Convention Center
2350 Beach Blvd.
Biloxi, MS 39531

Booth Number: _____

PIECE _____ OF _____

**DO NOT ATTEMPT TO DELIVER PRIOR TO
MONDAY, JUNE 6, 2022**



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

MATERIAL HANDLING RATE SCHEDULE

Mississippi Association of Supervisors

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.	<ul style="list-style-type: none"> • ALL SHIPMENTS MUST ARRIVE PREPAID. COLLECT SHIPMENTS WILL BE REFUSED. • RATES DO NOT INCLUDE PAYMENT OF CARRIER CHARGES
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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 <ul style="list-style-type: none"> • \$100.00 Minimum Charge 51 lbs. to 200 lbs. • \$50.00 CWT per hundred weight 201 lbs. and over <p>Small packages: = Maximum weight per piece, per delivery is 50 lbs.</p> <ul style="list-style-type: none"> • First small package 1 lb. – 50 lbs. \$30.00 • Each additional package in shipment 1 lb. – 50 lbs. \$12.00 each <p>Cartons, envelopes, or other containers received without documentation via specialized carriers (UPS, FedEx, etc.) will be delivered without guarantee of piece count or condition.</p> <p>Shipments received via specialized carriers not falling into the small package category will be subject to CWT rates.</p>
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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 = \$ _____

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

CREDIT CARD AUTHORIZATION

___ MASTERCARD ___ VISA ___ AMEX ___ DISCOVER
 Account# _____
 Exp. Date ___ / ____
 Security Code: _____ Zip Code _____
 Billing Address: _____
 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 contact Brooke at brooke@cds1958.com
or 601-948-4228 for assistance

Exhibiting Company Name: _____
 Print Contact Name: _____
 Mailing Address: _____ City _____ State _____ Zip _____
 Phone (____) _____ Fax: _____ E-Mail _____
 Signature _____



RETURN SHIPPING FORM

**Mississippi Association of Supervisors
Mississippi Coast Convention Center**

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: COMPANY NAME _____
 ADDRESS _____
 CITY _____ STATE _____ ZIP CODE _____

BILL TO: COMPANY NAME _____
 ADDRESS _____
 CITY _____ STATE _____ ZIP CODE _____

MY SHIPMENT MUST ARRIVE AT THE ABOVE SHIP TO 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. FAILURE TO CONFIRM FINANCIAL ARRANGEMENTS FOR CDS MATERIAL HANDLING SERVICES IN ADVANCE MAY RESULT IN SHIPPING DELAYS

PLEASE INDICATE YOUR 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 Airbills and labels are available at the CDS service desk.

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

ABF FREIGHT SYSTEM ABF Billing Address: (required) _____

ABF Account # (required) _____

FEDEX AIR FedEx Acct. # (required) _____

OTHER CARRIER (please name) _____

Billing Address: _____

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

CONVENTION DISPLAY SERVICE DOES NOT CONTACT ANY TRUCKING OR FREIGHT COMPANY OTHER THAN THE SHOW CARRIERS!

CONVENTION DISPLAY SERVICE, INC. DOES NOT PREPAY OUTBOUND CARRIER CHARGES.

A BILL OF LADING MUST BE COMPLETED REGARDLESS OF THE CARRIER USED. CDS WILL NOT RELEASE SHIPMENTS TO ANY CARRIER UNLESS PROPERLY EXECUTED SHIPPING DOCUMENTS HAVE BEEN PRESENTED TO CDS.

ALL CARRIERS MUST BE ON SITE FOR PICK UP BY 6:00 PM ON WEDNESDAY, JUNE 15, 2022

CONVENTION DISPLAY SERVICE, INC. RESERVES THE RIGHT TO RE-ROUTE ANY SHIPMENT IF A DESIGNATED CARRIER FAILS TO CHECK IN WITH CDS BY 6:00 Pm on WEDNESDAY, JUNE 15, 2022. 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.

**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 - brooke@cds1958.com**

Company Name _____ Booth# _____

Address _____

City _____ State _____ Zip _____

Phone (____) _____ Fax (____) _____

x Authorized Signature _____ E-Mail: _____



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

