



Dear Exhibitor,

Convention Display Service, Inc. is pleased to serve as the official Exposition Service Contractor for 2025 Mississippi Association of Supervisors Annual Convention.

On the following pages, you will find helpful information to make your participation in the convention successful. To help with your planning we have included all the show service forms necessary for ordering items you may need. We do recommend you give this manual to those who have responsibility for your company's participation in the convention.

We strongly encourage you to place your order as soon as possible to take advantage of our advanced order discounts. Orders received after the deadlines listed in this catalog will be processed at standard rates.

CDS does not have online ordering, but you may email completed order forms to brooke@cds1958.com or fax them to 601-948-3824 as well as mail them to the address on the order form.

I am happy to serve as your exhibitor service coordinator. If you have any questions at all, please feel free to contact me.

Sincerely,

Brooke Fuller
brooke@cds1958.com
601-948-4228 office

MISSISSIPPI ASSOCIATION OF SUPERVISORS
JUNE 9-11, 2025

TABLE OF CONTENTS

General Information

Page 3	Cover Page / Quick Reference
Page 4, 5, 6	Frequently Asked Questions
Page 7, 8	Payment Policies and Terms
Page 9	Exhibitor Appointed Contractor
Page 10	Credit Card Authorization Form

Decorating Services

Page 11	Table and Furnishings Order Form
Page 12, 13	Electrical Service Frequently Asked Questions
Page 14	Electrical Usage Guide
Page 15	Electrical Order Form
Page 16	Carpet Order Form
Page 17	Booth Cleaning Order Form
Page 18	I & D Labor Order Form

Material Handling Information

Page 19	Shipping and Material Handling Cover Page
Page 20	Advance Shipping Instructions and Information
Page 21	Direct to Site Shipping Instructions and Information
Page 22	Outbound Shipping Instructions and Information
Page 23	Shipping Addresses
Page 24	Advance Warehouse Shipping Labels
Page 25	Direct to Site Shipping Labels
Page 26	Material Handling Order Form
Page 27, 28	Outbound Carrier Information
Page 29	Return Shipping Order Form

Additional Services – Food/Beverage/Telephone/Internet/Audio Visual

Page 30	MGCCC Fire Policy
Page 31	MGCCC - Food & Beverage / Telephone & Internet / Audio Visual

Convention Display Service, Inc. is pleased to be the official Exposition Service Contractor for the 2025 Mississippi Association of Supervisors Convention.

This packet contains information you will need to order additional furnishings, electrical service, carpet, and material handling services for this event. We look forward to assisting you with your needs.

Please contact Brooke Fuller at brooke@cds1958.com or 601-948-4228 with any questions or concerns you may have. We look forward to assisting you with a successful exhibit at the MAS Convention.



Mississippi Association of Supervisors Annual Convention
MS Coast Coliseum & Convention Center – Biloxi, MS
June 9-11, 2025

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

Booth Size: 10' wide x 10' deep or increments thereof.
Drapes: 8 ft tall RED back drapes
5 ft tall BLACK back drapes

Please note that companies with booths located behind companies exhibiting equipment will receive a shared 5-foot-high black back drape instead of the standard 8-foot-high red drape, per Show Management guidelines. If you have any questions or concerns regarding the 5' drape, please contact Yamaiky Gamez with the MS Association of Supervisors at Ygamez@massup.org or 601-353-2741.

Dividers: 3 ft tall RED side drapes
Booth Carpet: None provided – Black carpet by exhibitor order only – Carpet is not required.
Aisle Carpet: None
The Mississippi Coast Convention Center is not carpeted.

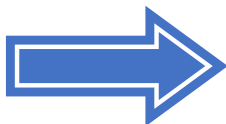
Booth Furnishings: ID Sign with company name and booth number
One 6' x 24' x 30" BLACK skirted table
Two chairs
One wastebasket

Bulk spaces will not receive drapes or booth furnishings. The bulk areas will be taped at corners to delineate the specific bulk areas.

DO NOT PIN, TAPE, ZIPTIE, VELCRO OR STAPLE TO THE DRAPES OR DIVIDERS.

EXHIBITORS ARE FINANCIALLY RESPONSIBLE FOR REPLACEMENT COST FOR ANY DAMAGE OR MODIFICATIONS MADE TO CLOTH GOODS OR ANY ITEMS RENTED FROM CONVENTION DISPLAY SERVICE.

DO NOT ZIPTIE OR OTHERWISE ATTACH ANY GRIDWALL, INCLUDING YOUR OWN, TO THE METAL FRAME IN YOUR BOOTH. ALL GRIDWALL MUST BE FREESTANDING.



Electrical service and booth furnishings are not provided with booth spaces. If you 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 furnishings, electrical service, carpet, labor 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.

Convention Display Service Deadline Dates

May 7 – June 5, 2025	Shipments will be accepted and stored at the advance warehouse between these dates. Advance warehouse receiving hours: Monday – Friday, 8 AM to 4 PM
Monday, June 2, 2025	CDS Advance Order Discount Deadline – full payment must accompany order forms.
Monday, June 9, 2025	First day shipments can arrive at the Mississippi Coast Convention Center
Wednesday, June 11, 2025	Carriers must be at the Mississippi Coast Convention Center for outbound shipment pick up by 5:00 pm

Show Schedule

Sunday, June 8, 2025	Truck-Trailer/Equipment move in is by designated appointment time from CDS between 10:30 am – 1:30 pm Move in times will be based on the location of your area in the exhibition hall. If you miss your designated time, you risk your equipment having to be set up outdoors. Your regular booth space CANNOT be set up on Sunday as this is the CDS installation day. NO EXCEPTIONS! EQUIPMENT MOVE IN ONLY! Contact Brooke Fuller with Convention Display Service at brooke@cds1958.com or 601-948-4228 with questions regarding bulk move in times	
Monday, June 9, 2025	Exhibitor Move In	10:00 am – 4:00 pm (No Tuesday Move In)
Tuesday, June 10, 2025	Mandatory Meeting	8:00 am – At least one rep per company must attend
	Convention Hours	8:30 am – 3:00 pm
	After Hours Pit Stop Social	2:45 pm – 4:00 pm
Wednesday, June 11, 2025	Convention hours	7:30 am – 1:00 pm
	Show Close/Dismantle	1:00 pm – 5:00 pm

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
---------------------------	---	---	--



GENERAL FAQs

SHOULD I TELL YOU IF I DON'T WANT THE BOOTH PACKAGE FURNISHINGS IN MY BOOTH?

- Once at the show site, you can place the unwanted furnishings into the aisle, and someone will come by to pick them up for you.

CAN I SUBSTITUTE MY TABLE INCLUDED IN THE BOOTH PACKAGE FOR A DIFFERENT TABLE?

- Yes. Booths are provided with one 6' 30" tall, skirted table.
- If you would like to substitute the provided table for an 8' 30" skirted table, you will need to pay the difference in cost between the two, plus sales tax.
- On the furnishings form, indicate qty 1 on the line by the 8' table and write "do not place table provided with booth" on the form, fill in the credit card and contact information, then email to brooke@cds1958.com.
- If you would like to substitute the provided table for an 4' 30" skirted table - On the furnishings form, indicate qty 1 on the line by the 4' table and write "do not place table provided with booth" on the form, then email to brooke@cds1958.com. There is no charge to change to a 4' table.

CAN I CHANGE THE SKIRT COLOR ON THE TABLES?

- No. We design your booth package furnishings, including colors, with show management. You are allowed to bring your own table covering to use.
- However, CDS cannot staple or attach your table skirt to our tables.

WHAT HAPPENS IF I FORGET TO CHOOSE A SKIRT COLOR FOR MY TABLE?

- Most shows have a predetermined color selected by show management for the drapes, dividers, and skirts so choosing is not an option.
- There are a few shows that allow exhibitors to choose skirt color. If that is the case, and you forget, CDS will first contact exhibitors for their preference. If we don't hear back from you, the default color will be used.

ARE RENTAL PRICES PER DAY?

- No. Rental prices are for the duration of the show.
The only price that is per day is cleaning (see cleaning order form).

AM I ALLOWED TO BRING MY OWN FURNITURE OR CARPET?

- Yes, this is allowed.

WHAT CHAIRS WILL FIT UNDER THE 42" HIGH TABLES?

- The high stools fit under the counter-height, 42" high tables. (See table and furnishings order form)

I HAVE A 10' X 10' BOOTH BUT ONLY SEE 9' X 10' CARPET LISTED ON THE ORDER FORM. IS THAT THE SIZE I NEED TO ORDER?

- Yes, that is the correct size for a single 10' x 10' booth.

**I HAVE A 10' X 20' BOOTH BUT THE SHOW SPECIAL ONLY LISTS 9' X 10' CARPET AND PAD.
HOW DO I ORDER CARPET FOR A LARGER BOOTH?**

- For a 10' x 20' booth, you will order two show specials but one piece of 10' x 20' carpet will be placed.
- For a 10' x 30' booth, you will order three show specials but one piece of 10' x 30' carpet will be placed.

MY BOOTH CARPET IS DIRTY FROM MOVING IN. WILL CDS CLEAN IT?

- Carpet is clean when installed in the booth.
- If it needs to be vacuumed from your move-in, exhibitors can order opening day only cleaning or daily booth cleaning. (see booth cleaning order form)

WILL CDS EMPTY MY TRASH?

- CDS does not provide trash removal unless the service has been ordered.
- Exhibitors can order opening day only trash removal or daily trash removal. (see booth cleaning order form)

CAN I PLUG MY OWN ELECTRICAL CORD INTO THE FLOOR BOXES AT THE FACILITY?

- For safety reasons, exhibitors are not able to plug any electrical cords into the floor boxes, wall outlets, etc.
- The show's electrical contractor is liable for electrical installations and therefore must perform all electrical floor or booth work.
- While it may seem simple to plug in an electrical line, lights, and equipment, it is not uncommon for exhibit or non-electrical staff to overload circuits. Troubleshooting can become time consuming when it is difficult to find the source of a problem which cuts into your set up time.

CAN I USE MY OWN EXTENSION CORD?

- Exhibitors may use their own extension cords and power strips under the following conditions:
- The equipment must be 3 wire, 14 gauge minimum with a ground.
- All power strips must have circuit protection.
- The extension cord will be plugged into a CDS electrical line.

WHEN WILL MY CREDIT CARD BE CHARGED?

- Throughout the show process, there is a possibility of three (3) charges: pre-show, show, and post-show.
- Pre-show charges may include all items ordered in advance (tables, chairs, carpet, electrical, labor, material handling for advance warehouse freight).

- Show charges may include show site orders, installation labor, and material handling for direct to site freight.
- Post-show charges will include dismantle labor, possible material handling, possible on-site rentals and any charges incurred from the move-out of the show.

WHEN WILL I RECEIVE MY RECEIPT?

- Once the order and payment has been processed, we will email a receipt to the email address on the order form.
- Please note that there will possible be a delay from when you send the order to when we process it, sometimes as much as a few weeks.
- We are always working on current shows taking place in the next 2 weeks and sometimes we are out of the office on a show site, so we aren't always able to process orders immediately for a show that is 4 to 6 weeks in the future.

I SUBMITTED MY ORDER BY THE ADVANCE DEADLINE BUT HAVE NOT RECEIVED A RECEIPT.

- If you submit your order by the advance date, you will receive the advance price, even if it is not processed by that date.
- If we have replied and acknowledged your order, you will receive a paid receipt once it is processed.
- If you haven't received the receipt, it means we haven't processed it.
- If you do not receive a reply from me regarding your emailed order, it means I haven't received your email.
- However, if you are concerned that you haven't received a receipt, please email me at brooke@cds1958.com or call me at 601-948-4228 if you would like additional confirmation of your order.

If you have any additional questions or concerns, please email me at brooke@cds1958.com or call me at 601-948-4228 and I will be happy to assist you.



MS Association of Supervisors Convention - 2025
Mississippi Trademart
June 9-11, 2025

PAYMENT POLICIES

**CDS requires full payment for services and rentals requested before the order is 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 2, 2025 to receive the advance price.
- Orders received after June 2, 2025 will be charged the standard floor rate.
- Sales Tax Exemption: If your company is tax exempt, please provide a copy of your Tax Exemption Letter/Certificate with your order. Your exemption MUST be issued by the State of Mississippi. Failure to submit tax exemption status will result in appropriate sales tax being applied to your order. **A resale certificate is not acceptable as proof of exemption, as CDS does not provide items to be resold.** Mississippi sales tax is 7%.
- If work is contracted to a third-party display or exhibit house and they require CDS services, the same payment policy applies to them as to the exhibiting company. If the third party fails to make payment, CDS considers the exhibiting company to be responsible for all charges.
- **A credit card surcharge of 3.5% will be applied to all credit card transaction totals. For your convenience, CDS also accepts checks as payment. Mailing address P. O. Box 13387, Jackson, MS 39236**
- 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

SALES TAX AND EXEMPTIONS

- All charges, excluding material handling, cleaning, and labor, are subject to sales tax.
- Sales Tax Exemption: If your company is tax exempt, please provide a copy of your Tax Exemption Letter/Certificate with your order. Your exemption MUST be issued by the State of Mississippi. Failure to submit tax exemption status will result in appropriate sales tax being applied to your order. Mississippi sales tax 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.

PAYMENT OPTIONS CONTINUED

- 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 for by the initial payment and any balance left unpaid at the close of the show.
- Please make sure all supplied credit card information is current, accurate and legible, including expiration date, the 3- or 4-digit security code, numerical billing address and zip code.
- **A credit card surcharge of 3.5% will be applied to all credit card transaction totals. For your convenience, CDS also accepts checks as payment. Mailing address P. O. Box 13387, Jackson, MS 39236**

CANCELLATION / REFUND POLICY

- Orders canceled PRIOR TO June 2, 2025 will be refunded 100% of the original price.
- Orders canceled AFTER June 2, 2025 will be refunded 50% of the original price.
- NO REFUNDS will be granted for services or equipment not used or canceled AFTER June 6, 2025.
- 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

- The deadline to receive the advanced price for MS Association of Supervisors Convention is Monday, June 2, 2025.
- CDS requires full payment, including tax, for services and rentals requested before the order is processed.
- Orders received without payment will not be processed.
- Please include your complete customer information on each form submitted.
- 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 exhibitor.

ON-SITE ORDERS

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



Mississippi Association of Supervisors
Mississippi Coast Convention Center
June 9-11, 2025

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

MS 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 June 2, 2025 will be refunded at 100% of the original price.

*Orders canceled after June 2, 2025 will be refunded 50% of the original price.

*No refunds will be granted for services or equipment not used or canceled after June 6, 2025.

*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

Labor

Material Handling

Grand Total \$ _____

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

A credit card surcharge of 3.5% will be applied to all credit card transaction totals. For your convenience, CDS also accepts checks for payment.

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: _____



MS Association of Supervisors Convention June 9-11, 2025

ADVANCE ORDER DEADLINE: JUNE 2, 2025

Qty	Description	Price before/on June 2, 2025	Price on June 3, 2025
-----	-------------	---------------------------------	--------------------------

Tables 24" wide x 30" high

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

___ 4' 30" table with skirt	\$ 55.00	\$ 75.00
___ 6' 30" table with skirt	\$ 75.00	\$100.00
___ 8' 30" table with skirt	\$ 95.00	\$125.00
___ 4th 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 skirt	\$ 80.00	\$100.00
___ 6' 42" table with skirt	\$ 95.00	\$125.00
___ 8' 42" table with skirt	\$110.00	\$145.00
___ 4th 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

CANCELLATION / REFUND POLICY

*Orders canceled prior to June 2, 2025 will be refunded at 100% of the original price.

*Orders canceled after June 2, 2025 will be refunded 50% of the original price.

*No refunds will be granted for services or equipment not used or canceled after June 5, 2025.

*No refunds will be granted for any services or items canceled during exhibitor move-in or on show site.

Qty	Description	Price before/on June 2, 2025	Price on June 3, 2025
-----	-------------	---------------------------------	--------------------------

___ 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 2, 2025

___ 2' x 8' Chrome Gridwall panel	\$ 38.00
-----------------------------------	----------

DO NOT ZIPTIE OR OTHERWISE ATTACH ANY GRIDWALL, INCLUDING YOUR OWN, TO THE METAL FRAME IN YOUR BOOTH. ALL GRIDWALL MUST BE FREESTANDING

___ 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	\$ _____
------------------	----------

CREDIT CARD AUTHORIZATION

___ MASTERCARD ___ VISA ___ AMEX ___ DISCOVER

Account# _____

Exp. Date ___ / ___

Security Code: _____ Zip Code _____

Billing Address: _____

Print Name on Card _____

Card Holder Signature _____

A credit card surcharge of 3.5% will be applied to all credit card transaction totals. For your convenience, CDS also accepts checks as payment.

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: _____

ELECTRICAL SERVICES FREQUENTLY ASKED QUESTIONS:

Ordering electrical service is an inevitable part of tradeshow preparation. For most tradeshow exhibits, the electrical requirements are pretty cut and dry.

Typically, a 10' x 10' booth that has a pop-up display or a few lights will only require one standard minimum service outlet (5 amp/500 watts) placed at the back of the booth and that is all that is needed. If the booth also has a laptop, lead retrieval, or point of sale, etc., then a second minimum electrical outlet is advised. It is always a good idea to keep your lighting and your point of sale or other items on separate lines.

Heavy duty equipment such as 220 volts/208 volt single or three phase is used to operate heavy equipment. This type of service is expensive and should be ordered by someone who is familiar with the equipment.

HOW CAN I SAVE MONEY AND FRUSTRATION WHEN ORDERING ELECTRICAL SERVICES?

- Most importantly, make sure to submit your order before the discount price deadline date listed on the electrical order form.
- Orders received after the discount price deadline date or on the show floor are subject to a 20% to 25% increase in cost.
- Don't underestimate your power requirements and work within the local rules and regulations and union jurisdictions. Those rules and regulations have been implemented to avoid problems.
- While it may seem simple to plug in an electrical line, lights, and equipment, it is not uncommon for exhibit or non-electrical staff to overload circuits. Troubleshooting can become time consuming when it is difficult to find the source of a problem which cuts into your set up time, not to mention cause damage to your equipment.

HOW MANY OUTLETS WILL I HAVE TO PLUG IN TO? HOW MANY ITEMS CAN I PLUG IN?

- You should always assume that there is only one connection point per outlet ordered.
- Power strips can provide additional sockets for you to use but do not confuse having more places to plug in with additional power.
- If you order one 500 watts/5-amp connection and use a power strip, everything combined that you plug in to the power strip cannot exceed the 500 watts ordered.
- Also remember that power strips are designed to trip at 1500 watts or 15 amps. If you use a power strip with a 2000 watt or 20-amp electrical outlet, it will reduce your power to 1500 watts/15 amps.

HOW MANY OUTLETS WILL I NEED?

- Items like laptops, televisions, lead retrieval, phone chargers, etc. can be grouped together on one circuit provided they do not exceed the overall limit of watts/amps ordered.
- Some pieces of equipment do require its own dedicated circuit to run properly. Items such as a microwave, refrigerator, toaster, toaster oven, coffee makers, hot plates, blenders can overload circuits. Therefore, you would not plug one of those and a laptop into the same electrical line. Always order a dedicated electrical line for those items.

CAN I PLUG MY OWN ELECTRICAL CORD INTO THE FLOOR BOXES OR WALL OUTLET AT THE FACILITY?

- For safety reasons, exhibitors are not able to plug any electrical cords into the floor boxes, wall outlets, etc.
- The show's electrical contractor is liable for electrical installations and therefore must perform all electrical floor or booth work.
- While it may seem simple to plug in an electrical line, lights, and equipment, it is not uncommon for exhibit or non-electrical staff to overload circuits. Troubleshooting can become time consuming when it is difficult to find the source of a problem which cuts into your set up time.

CAN I USE MY OWN EXTENSION CORD, MULTI STRIP, POWER SURGE, ETC.?

- Exhibitors may use their own extension cords and power strips under the following conditions:
 - The equipment must be 3 wire, 14 gauge minimum with a ground and UL approved.
 - All power strips must have circuit protection.
 - The extension cord will be plugged into a CDS electrical line. NO EXCEPTIONS
- You cannot plug directly into the facility floor boxes, wall outlets or columns.
- REMEMBER:
 - Power strips merely give you additional outlets.
 - Surge protectors protect your equipment from spikes in electrical voltage.

WHEN WILL MY ELECTRICAL CORD AND POWER BE IN MY BOOTH?

- Power is only guaranteed to be installed before the show opens.
- If CDS is allowed early enough access to the facility, power is normally in your booth the first day of exhibitor move in, but there is no guarantee that will always be the case.
- If you have special requests for temporary power to test machinery or equipment, please note that on your order form and we will do our best to accommodate.

DO I NEED TO ORDER POWER FOR MY LIGHTING NEEDS?

- Exhibitors supplying their own lighting or renting lights will need to order power.
- If you need CDS to hang your lights, you will need to order labor.

IS THE PRICE FOR ELECTRICAL PER DAY?

- The cost of electrical service is for the duration of the entire show.

WHERE WILL MY POWER BE LOCATED?

- The power source will be located on the floor somewhere along the rear drape line of your booth.
- If you would like your power in another location, please submit an electrical layout with the location indicated.
- Please keep in mind that CDS will be limited to where we can place the power source due to the locations of the floor boxes from which the outlets are fed.

HOW DO I KNOW IF I NEED A 208V SINGLE OR THREE PHASE CONNECTION?

- Most exhibitors do not require special connections like a 208V. These types of electrical services are for heavy equipment and/or specialized equipment. All equipment is stamped or labeled with electrical ratings usually found on the back or bottom of the equipment.
- Standard office and household items operate on 110/120-volt power.



ELECTRICAL USAGE GUIDE

All wattage values listed below are estimates only.

You should refer to the name plate, usually located on the back or bottom, to determine the actual wattage required for your item(s) and place your order for the corresponding watts for each piece of equipment to avoid tripping/power outages during the event.

CDS is not responsible for damage to equipment for exhibitors' failure to order/supply the correct wattage.

<u>ITEM</u>	<u>ESTIMATED WATTAGE</u>	<u>ITEM</u>	<u>ESTIMATED WATTAGE</u>
Air Fryer, Small	1500	Juicer, Small	400
Air Fryer, Large	2000	Juicer, Large	1500
Blender	500 - 1000	Laptop	100
Card Reader	500	Lead Retrieval	1 – 500
Cash Register	100 - 200	Mac Book Pro	85
Cell Phone Charger	25	Microwave	600 – 2000
Chrome Book	40 - 50	Popcorn Maker	1500 – 2000
Clothes Steamer	1000 - 2000	Printer, Desktop	100 – 500
Coffee Pot	600 - 1750	Printer, Laser	400 - 1000
Computer, Desktop	200 - 900	Projector	1000
Computer Monitor, Desktop	120 - 200	Rice Cooker	200
Computer Monitor, Flat Screen	250 - 500	Sandwich Maker	700
Crock pot	1000 - 1500	Slow Cooker	200
Deep Fryer	1000 - 1200	Steamer, Clothes	2000
Electric Skillet	1200 - 2000	Toaster	850
Food Processor	400	Toaster Oven	1200
Griddle	1250 - 1500	TV, 32" LED	50
Hand Mixer	150	TV, 49" LED	85
Heater, Portable	1500 - 2000	TV, 65", LED	100
Heat Lamp	250 watts	TV, 82" LED	230
Heat Press for Shirts	2000	TV, 42" Plasma	240
Hot Plate	1000 - 2000	TV, 50" Plasma	375 – 500
iPad	10 – 20	Vacuum Cleaner	500 – 1500
Iron	1100	VCR/DVD Player	100



**Mississippi Association of Supervisors
June 9-11, 2025**

ADVANCE PRICE DEADLINE: JUNE 2, 2025

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

Qty	Description	Price on/before June 2nd	Price begins on June 3rd
-----	-------------	-----------------------------	-----------------------------

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.

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___

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.

CANCELLATION / REFUND POLICY

- Orders canceled prior to June 2, 2025 will be refunded at 100% of the original price.
- Orders canceled after June 2, 2025 will be refunded at 50% of the original price.
- No refunds will be granted for services or equipment not used or canceled after June 6, 2025.
- 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 receive

CREDIT CARD

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

Account # _____

Exp. Date ___/___

Security Code: _____

Billing Address: _____

Zip Code: _____

Print Name on Card _____

Card Holder Signature _____

A credit card surcharge of 3.5% will be applied to all credit card transaction totals. For your convenience, CDS also accepts checks for payment.

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

Company Name _____ Booth # _____

Contact Name _____ Title _____

Mailing Address _____ City _____ State _____ Zip _____

Phone (____) _____ Fax (____) _____

X Authorized Signature _____ E-Mail: _____



STANDARD BOOTH CARPET

Show: MS Association of Supervisors
Order Deadline – June 2, 2025
Phone Orders Not Accepted

Qty	Description	Price on/before June 2nd	Price starts on June 3rd
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 – Black

CANCELLATION / REFUND POLICY

*Orders canceled prior to June 2, 2025 will be refunded at 100% of original price.

*Orders canceled after June , 2025 will be refunded at 50% of original price

*No refunds will be granted for services or equipment not used, or canceled after June 6, 2025.

*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 AUTHORIZATION

___ MASTERCARD ___ VISA ___ AMEX ___ DISCOVER

Account# _____

Exp. Date ___/___

Security Code: _____

Billing Address: _____

Zip Code: _____

Print Name on Card _____

Card Holder Signature _____

A credit card surcharge of 3.5% will be applied to all credit card transaction totals. For your convenience, CDS also accepts checks for payment.

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

Company Name _____ Booth # _____

Print Contact Name _____ Title _____

Phone (____) _____ Fax (____) _____

Email _____

x Authorized Signature _____



BOOTH CLEANING

MISSISSIPPI ASSOCIATION OF SUPERVISORS CONVENTION 2025

ADVANCE ORDER DEADLINE:
JUNE 2, 2025

The cleaning services provided by the Exhibit Hall include only a general sweeping of the aisles.

**The booth carpet is clean when it is installed, and exhibitors begin moving in.
If the carpet in your booth needs to be vacuumed from your move-in, you can order opening day only cleaning or daily booth cleaning by completing this form.**

**CDS does not provide trash removal unless the empty waste basket service has been ordered.
Exhibitors can order opening day only trash removal or daily trash removal by completing this form.**

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 _____

Billing Address _____

City: _____ State _____ Zip Code _____

Print Name on Card _____

Card Holder Signature _____

A credit card surcharge of 3.5% will be applied to all credit card transaction totals. For your convenience, CDS also accepts checks for payment.

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 Name: _____ Title: _____

Address: _____

City: _____ State _____ Zip _____

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

Authorized Signature _____



Install & Dismantle Labor
Mississippi Association of Supervisors
Order Deadline: June 2, 2025
Phone orders are not accepted

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.

	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					

<input type="checkbox"/> CDS SUPERVISION PROCEED WITH INSTALLATION at the earliest time. Exhibit will be installed on straight time whenever possible. <input type="checkbox"/> Set up instructions are enclosed with order <input type="checkbox"/> Set up instructions are with the exhibit To insure an efficient and proper installation, set up instructions must be provided	<input type="checkbox"/> EXHIBITOR SUPERVISION DO NOT PROCEED. Exhibitor's representative will come to the Service Desk for labor at _____ <input type="checkbox"/> AM <input type="checkbox"/> 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.
--	--

<p align="center">CREDIT CARD</p> <p>___ MASTERCARD ___ VISA ___ AMEX ___ DISCOVER</p> <p>Account # _____</p> <p>Exp. Date ___/___ Security Code: ___ ___ ___</p> <p>Billing Address _____</p> <p>Zip Code _____</p> <p>Print Name on Card _____</p> <p>Card Holder Signature _____</p> <p>A credit card surcharge of 3.5% will be applied to all credit card transaction totals. For your convenience, CDS also accepts checks for payment..</p>	<p align="center">Return order forms with payment to:</p> <p align="center">Convention Display Service, Inc.</p> <p align="center">P. O. Box 13387, Jackson, MS 39236-3387 or</p> <p align="center">908 Larson Street, Jackson, MS 39202 or</p> <p align="center">Email to: brooke@cds1958.com</p> <p align="center">Fax: 601-948-3824</p> <p align="center">Please call Brooke at 601-948-4228 for assistance</p>
--	---

Exhibiting Company Name: _____ Booth #: _____

Contact Person: _____

Address: _____

City: _____ State _____ Zip _____

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

E-mail _____

Signature _____



**Mississippi Association of Supervisors Convention 2025
MS Coast Convention Center – Biloxi, MS
June 9-11, 2025**

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 (ABF and FedEx Air) must make the outbound arrangements with their carrier. Should your carrier fail to arrive by the designated time or refuses to pick up your shipment for any reason, CDS reserves the right to re-route shipment via the official show carrier as necessary, at the exhibitor's expense.

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



MS Association of Supervisors Convention – June 9-11, 2025

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 advanced warehouse will receive shipments between May 7 – June 5, 2025.**
- **All advanced shipments must arrive by Thursday, June 5, 2025.**
- Our 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 them 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, policies, etc.
- ✓ Order material handling service with CDS
- ✓ Arrange shipping with your carrier.
- ✓ Provide your carrier with 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.



MS Association of Supervisors Convention – June 9-11, 2025

SHIPPING INFORMATION AND INSTRUCTIONS CONTINUED

DIRECT TO SITE SHIPMENTS

- All shipments shipped direct to the show site **MUST ARRIVE NO EARLIER THAN MONDAY, JUNE 9, 2025.**
- Any shipments arriving prior to June 9, 2025 will be refused by the Mississippi Coast Convention Center.
- **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 9, 2025.
- CDS is not responsible for any shipments sent direct to the 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 at 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, policies, etc.
- ✓ Order material handling service with CDS
- ✓ Arrange shipping with your carrier.
- ✓ Provide your carrier with 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.



MS Association of Supervisors Convention – June 9-11, 2025

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 to make certain that your shipments are re-packed, labeled and properly executed shipping documents are tendered to CDS before departing the 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 pick up 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 be at the Mississippi Coast Convention Center for outbound shipment pick up by 5:00 pm on Wednesday, June 11, 2025.**
- **If a carrier fails to arrive by 5:00 pm on Wednesday, June 11, 2025, 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 into CDS will be forced onto another carrier at Exhibitor's expense.**



SHIPPING & MATERIAL HANDLING INFORMATION

MS Association of Supervisors Annual Conv
Mississippi Coast Convention Center
June 9-11, 2025

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

ArcBest Freight Systems
is our preferred carrier
Tradeshowsupport1@arcb.com
For quotes

Exhibiting Company Name
MS Assoc. of Supervisors Convention
c/o CDS at ABF/ArcBest
12297 Shriners Blvd
Biloxi, MS 39532

SHIPMENTS WILL BE ACCEPTED AT THE ADVANCE WAREHOUSE BETWEEN WEDNESDAY, MAY 7 AND THURSDAY, JUNE 5, 2025. It is recommended that shipments arrive no later than JUNE 5, 2025 to ensure timely delivery to the show site. Shipments arriving prior to May 7, 2025 may incur storage fees.
Receiving hours are 8 AM to 4 PM, Monday – Friday. Closed on Saturday and Sunday.

DIRECT TO SITE

Exhibiting Company Name
MS Assoc. of Supervisors Convention
c/o MS Coast Convention Center
2350 Beach Blvd
Biloxi, MS 39531

THE MISSISSIPPI COAST CONVENTION CENTER WILL NOT ACCEPT ADVANCE SHIPMENTS.

SHIPMENTS WILL NOT BE ACCEPTED ON SITE UNTIL MONDAY, JUNE 9, 2025.

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 accordingly. A credit card will need to be supplied to CDS for payment before freight is placed in the 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
Wednesday, May 7 and Thursday, June 5, 2025

TO: _____

(WRITE THE EXHIBITING COMPANY NAME ON THIS
LINE – NOT THE NAME OF THE SHOW OR AN
INDIVIDUAL'S 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
Wednesday, May 7 and Thursday, June 5, 2025

TO: _____

(WRITE THE EXHIBITING COMPANY NAME ON THIS
LINE – NOT THE NAME OF THE SHOW OR AN
INDIVIDUAL'S 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
Wednesday, May 7 and Thursday, June 5, 2025

TO: _____

(WRITE THE EXHIBITING COMPANY NAME ON THIS
LINE – NOT THE NAME OF THE SHOW OR AN
INDIVIDUAL'S 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
Wednesday, May 7 and Thursday, June 5, 2025

TO: _____

(WRITE THE EXHIBITING COMPANY NAME ON THIS
LINE – NOT THE NAME OF THE SHOW OR AN
INDIVIDUAL'S 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)

<div>DIRECT TO SHOW SITE SHIPPING LABEL</div> <div>Schedule your shipments to arrive at this location on or after Monday, June 9, 2025</div> <div>TO: _____</div> <div>(WRITE THE EXHIBITING COMPANY NAME ON THIS LINE – NOT THE NAME OF THE SHOW OR AN INDIVIDUAL’S NAME!)</div> <div>Mississippi Association of Supervisors c/o MS Coast Convention Center 2350 Beach Blvd. Biloxi, MS 39531</div> <div>Booth Number: _____</div> <div>PIECE _____ OF _____</div> <div>DO NOT ATTEMPT TO DELIVER PRIOR TO MONDAY, JUNE 9, 2025</div>	<div>DIRECT TO SHOW SITE SHIPPING LABEL</div> <div>Schedule your shipments to arrive at this location on or after Monday, June 9, 2025</div> <div>TO: _____</div> <div>(WRITE THE EXHIBITING COMPANY NAME ON THIS LINE – NOT THE NAME OF THE SHOW OR AN INDIVIDUAL’S NAME!)</div> <div>Mississippi Association of Supervisors c/o MS Coast Convention Center 2350 Beach Blvd. Biloxi, MS 39531</div> <div>Booth Number: _____</div> <div>PIECE _____ OF _____</div> <div>DO NOT ATTEMPT TO DELIVER PRIOR TO MONDAY, JUNE 9, 2025</div>
<div>DIRECT TO SHOW SITE SHIPPING LABEL</div> <div>Schedule your shipments to arrive at this location on or after Monday, June 9, 2025</div> <div>TO: _____</div> <div>(WRITE THE EXHIBITING COMPANY NAME ON THIS LINE – NOT THE NAME OF THE SHOW OR AN INDIVIDUAL’S NAME!)</div> <div>Mississippi Association of Supervisors c/o MS Coast Convention Center 2350 Beach Blvd. Biloxi, MS 39531</div> <div>Booth Number: _____</div> <div>PIECE _____ OF _____</div> <div>DO NOT ATTEMPT TO DELIVER PRIOR TO MONDAY, JUNE 9, 2025</div>	<div>DIRECT TO SHOW SITE SHIPPING LABEL</div> <div>Schedule your shipments to arrive at this location on or after Monday, June 9, 2025</div> <div>TO: _____</div> <div>(WRITE THE EXHIBITING COMPANY NAME ON THIS LINE – NOT THE NAME OF THE SHOW OR AN INDIVIDUAL’S NAME!)</div> <div>Mississippi Association of Supervisors c/o MS Coast Convention Center 2350 Beach Blvd. Biloxi, MS 39531</div> <div>Booth Number: _____</div> <div>PIECE _____ OF _____</div> <div>DO NOT ATTEMPT TO DELIVER PRIOR TO MONDAY, JUNE 9, 2025</div>



MATERIAL HANDLING RATE SCHEDULE

MS Association of Supervisors Convention

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	MATERIAL HANDLING FEES
<ul style="list-style-type: none"> * 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. 	<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><u>Small packages:</u> = 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>

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 _____

A credit card surcharge of 3.5% will be applied to all credit card transaction totals. For your convenience, CDS also accepts checks for payment.

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 _____



Mississippi Association of Supervisors Convention 2025

OUTBOUND CARRIER INFORMATION:

CDS can only schedule outbound shipping arrangements with:

1) FedEx Air (**NOT GROUND OR FREIGHT**)

- FedEx Air is:
 - 3-day saver
 - 2-day afternoon
 - 2-day AM
 - Standard Overnight
 - Priority Overnight
 - First Overnight

FedEx Air restrictions:

- Each package must weigh 150 lbs. or less.
- No larger than 119" in length
- NO PALLETS!
- **Pallets and anything over 150 lbs. CANNOT BE SHIPPED FEDEX AIR OR GROUND.** Those items will need to be shipped FedEx Freight.
- Exhibitors must supply their FedEx Air account number to CDS via the return shipping form in the packet (NOT GROUND OR FREIGHT). CDS does not pay freight carrier shipping charges!
- Exhibitors must complete a FedEx Air bill for EACH package they are shipping. FedEx WILL NOT pick up items without a completed air bill on each piece being shipped.
- Exhibitors – DO NOT leave any shipments in the booth and assume they will be picked up!
CDS will not be responsible for any freight that is left due to the exhibitor walking off the show floor without speaking to CDS staff.

2) ABF / ArcBest

- Exhibitors must complete an ABF Bill of Lading and turn it in the CDS staff on site.
- Each piece in the shipment must have an outbound delivery address label attached, completed by the exhibitor.
- The pro number on the Bill of Lading for the shipment will be attached to each individual piece in a single shipment by ABF/ArcBest.

3) UPS Ground (NOT FREIGHT)

- CDS can make the outbound arrangements with UPS Ground BUT exhibitors will need to supply the outbound label. CDS does not have outbound UPS labels.



Mississippi Association of Supervisors Convention 2025

FOR ANY OTHER OUTBOUND CARRIERS:

EXHIBITORS WILL NEED TO SCHEDULE THEIR OWN PICK-UP ARRANGEMENTS WITH ANY CARRIER OTHER THAN THOSE LISTED ABOVE. CDS CANNOT MAKE 3RD PARTY ARRANGEMENTS WITH ANY OTHER CARRIERS!

Exhibitors must supply CDS with a completed BOL regardless of the carrier they are using, even if they have made their own arrangements.

Do not leave any shipments in the booth and assume they will be picked up!
CDS will not be responsible for any freight that is left due to the exhibitor walking off the show floor without speaking to CDS staff.

If exhibitors do not have a bill of lading, they can request a generic bill of lading at the service desk to complete and write the name of their carrier across the top.

For liability reasons, and to ensure an exhibitor's freight is loaded properly, all carriers MUST be able to request the shipment by company name, what they are picking up, along with a bill of lading or other documentation. Please be sure to instruct your carrier to do so or we will not release your freight.

Shipments will not be released without proper documentation from an exhibitor's carrier or until payment has been received for CDS material handling charges. All carriers will need to have documentation of the company name and what items they are scheduled to pick up, either a paper bol or electronic bol, etc.

WE WILL NOT RELEASE FREIGHT TO A DRIVER THAT SAYS, "I'M HERE FOR A PICKUP." BUT CANNOT TELL US 1) THE COMPANY NAME HE IS PICKING UP FOR and 2) WHAT ITEMS HE IS SUPPOSED TO PICK UP.



RETURN SHIPPING FORM

MS Association of Supervisors Annual Convention

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.

A limited number of standard bills of lading, air bills, and labels will be available at the CDS service desk; however, you are strongly encouraged to provide your own shipping documents.

Exhibiting companies are responsible for making sure that shipments are re-packed and labeled and that properly executed shipping documents are tendered to Convention Display Service before departing the show floor.

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 a carrier. CDS will expedite shipments to the best of our ability, however CDS is not responsible for delays in rush shipments.

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.

Please Indicate Outbound Service Provider _____

NOTE: UPS GROUND AND FEDEX GROUND SHIPMENTS ARE REQUIRED TO HAVE PREPAID RETURN LABELS

☐ ABF / ARC Best ABF/ARC Best Billing Address: (required) _____

ABF Account (required) _____

☐ FEDEX AIR FedEx Account # (required) _____

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 ABF/ARC BEST OR FEDEX AIR.

ALL CARRIERS MUST BE ON SITE FOR PICKUP BY 5:00 PM ON WEDNESDAY, JUNE 11, 2025.

CONVENTION DISPLAY SERVICE, INC., DOES NOT PAY OUTBOUND CARRIER CHARGES. Exhibiting Firms Using Specialized Carriers or Shipping Outside the Continental United States MUST Provide Shipping Documents and Declaration of Contents as Required by The Carrier And/or Customs.

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

Convention Display Service, Inc. Reserves the Right to Re-Route Any Shipment via ArcBest Freight If Designated Carrier Fails to pick up by 5:00 PM on Wednesday, June 11, 2025.

Convention Display Service, Inc. assumes no liability because of such re-routing or handling. The Exhibiting Company will be charged accordingly.

**Return Form To: CONVENTION DISPLAY SERVICE, INC., 908 LARSON STREET, JACKSON, MS 39202 /
FAX: 601-948-3824 OR brooke@cds1958.com**

Company Name _____ Booth# _____
Address _____
City _____ State _____ Zip _____
Phone (____) _____ 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

**Mississippi Association of Supervisors Annual Convention
Mississippi Coast Convention Center
Biloxi, MS
June 9-11, 2025**

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 MGCCC

TELEPHONE / INTERNET

CONTACT

MCCC IT SERVICES

Bryan Butler

228-594-3737

AUDIO VISUAL

CONTACT

EVENT COORDINATOR

228.594.3700