



**Mississippi Association of Supervisors Convention  
MS Coast Coliseum & Convention Center - Biloxi, MS  
June 14 – 16, 2021**

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 furnishings and services for this event. We look forward to assisting with your needs.

**Show Information**

**Booth Size:** 10' wide x 10' deep or increments thereof

**Booth Furnishings:** 8 ft. tall back drapes  
3 ft. tall side drapes  
One 7" x 44" company ID Sign with booth number  
One 6' skirted table with white vinyl top  
Two chairs

**900 Row:** Bulk space – no booth furnishings – Trucks and equipment area

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

**Dates to remember**

**Thursday, May 6** Advance shipments may begin arriving at the warehouse  
*Advance warehouse receiving hours: Monday – Friday, 8 AM to 4 PM*

**Monday, June 7** Order Discount Deadline – payment must accompany order

**Monday, June 7** Deadline for advance shipments to arrive at the warehouse

**Monday, June 14** First day shipments can arrive at the Mississippi Coast Convention Center

**Monday, June 14** Exhibitor move in: – 1:00 p.m. – 4:00 p.m.

**Tuesday, June 15** Exhibitor move in: – 8:00 a.m. – 11:00 a.m.

**Monday, June 14** Truck-Trailer/Equipment move in 8:00 a.m. - 4:00 p.m. (move in times will be scheduled)  
Contact Brooke Fuller – [brooke@cds1958.com](mailto:brooke@cds1958.com) / 601-948-4228 with questions

Please refer to Fire Code Policy for MCCC included in this packet

**Tuesday, June 15** Convention hours – 11:00 a.m. – 3:00 p.m.

**Wednesday, June 16** Convention hours – 8:00 a.m. – 1:00 p.m.  
**All exhibitors must staff booths until 1:00 p.m.**

**Wednesday, June 16** Show Close/Dismantle – 1:00 p.m.

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

*Neither the Mississippi Association of Supervisors, Convention Display Service, Inc., nor the Mississippi Coast Coliseum & Convention Center will be responsible for materials left unattended on the show floor.*

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



## GENERAL INFORMATION

### Ordering Trade Show Services

- Phone orders are not accepted.
  - CDS requires full payment at the time services are ordered. Orders received without full payment or purchase order will not be processed.
  - CDS accepts checks, MasterCard, Visa, American Express and Discover as forms of payment. Please make sure all supplied credit card information is current, accurate and legible, including expiration date. CDS does not accept cash as payment.
  - There is a 3.5% fee for paying with a credit card. Amount will be automatically charged to your transaction total, or you may pay by check. Mailing address P. O. Box 13387, Jackson, MS 39236
  - A credit card must be placed on file with all orders, regardless of method of payment. The credit card authorization will be used to cover all services not paid by the initial payment and any balances left unpaid at the close of the show. This may include, but it not exclusive to labor, material handling and/or other on-site services.
  - Please note order deadlines on each form.
  - If you have multiple booth locations, please complete separate order forms for each booth location
  - Please include all requested information on each order form.
  - All materials placed are on a rental basis and shall remain the property of Convention Display Service, Inc.  
**Vendors will be held financially responsible for damage to CDS equipment while being used by vendor**
- Any discrepancy in items ordered & items received or any complaint or question concerning services **MUST BE** reported **IMMEDIATELY** to CDS, whether at the service desk, or by calling our office at 601-948-4228 or emailing [brooke@cds1958.com](mailto:brooke@cds1958.com)
  - Your problem will be resolved at that time and any valid adjustments in your account will be made at that time. No credits and adjustments will be made based on information received **AFTER** the show opens
- If you are claiming MISSISSIPPI Sales Tax Exemption, a copy of the Certificate of Exemption issued by the MISSISSIPPI State Tax Commission must accompany each order and payment must be made by company check or company credit card.

### Inbound Shipping Prior to the Expo

- Confirm your target shipping dates, shipping addresses, material handling charges, policies, etc.
- Provide your carrier explicit information as to where and when to check in, marshalling yard information, etc.
- Delivery and pick up times are often out of the range of the "normal" delivery hours, make sure your carrier is committed to meeting your target dates and times.
- While making shipping plans to the show, remember to also plan for the return shipment.
- Make sure all pertinent shipping information is given to your company representative who will be at the show site: Carrier name, carrier phone number, items shipped, tracking number of shipment and a weekend contact for the carrier, along with the contact information of the person who scheduled the shipping arrangements.

After emptying your crates/boxes/cases, please attach empty stickers to all items. Notify the CDS Service Desk your items are ready to be moved to storage.



## GENERAL INFORMATION

### PAGE 2

#### Move In

- Truck-Trailer/Equipment                      Monday              June 14, 2021              8:00 am – 4:00 pm
- General Move In                                      Monday              June 14, 2021              1:00 pm – 4:00 pm  
   Tuesday              June 15, 2021              8:00 am – 11:00 am
- Confirm your advance order has been received by Convention Display Service (email [brooke@cds1958.com](mailto:brooke@cds1958.com)) If you do not receive a confirmation email that we have received your order and/or a paid receipt, we DID NOT receive your order.
- After emptying any crates/boxes, please attach empty stickers (available at the CDS service desk) on any you wish to keep and notify CDS personnel that your containers are ready to store.

#### Outbound Shipping and Move Out

- Dock area is for load out only – NO PARKING
- Exhibiting firms are responsible for making certain that shipments are re-packed, labeled and properly executed shipping documents are tendered to CDS before departing show floor.
- Preferred Show Carriers are ArcBest/ABF Freight System and FedEx Air.
- CDS can make arrangements with ArcBest/ABF Freight System and FedEx Air only! Exhibitors must provide their account numbers and billing information for CDS to make arrangements. CDS is not responsible for carrier charges.
- Exhibiting firms not using the preferred show carrier, ArcBest/ABF Freight System or FedEx Air, are responsible for scheduling their own carrier pickups.
- Carriers must be on site for outbound pick up by 3:30 pm on Wednesday, June 16, 2021
- If a carrier fails to arrive within the allotted time, CDS reserves the right to clear the floor and re-route shipments via ABF Freight System. CDS assumes no liability for such removal or re-routing.

***Neither the Mississippi Association of Supervisors, Convention Display Service, Inc., nor the Mississippi Coast Coliseum & Convention Center will be responsible for materials left unattended on the show floor.***



Mississippi Association of Supervisors  
Mississippi Coast Convention Center  
June 14 – 16, 2021

## EXHIBITOR APPOINTED CONTRACTOR

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

Exhibitor Appointed Contractor \_\_\_\_\_

Contact \_\_\_\_\_

Street Address \_\_\_\_\_

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

Phone \_\_\_\_\_ Fax \_\_\_\_\_

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

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

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

Address \_\_\_\_\_

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

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

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

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

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

## REFUNDS/CREDITS/DISCREPANCIES

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

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

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

Please enter total cost from each page on appropriate line

Show Special \_\_\_\_\_

Standard Furnishings \_\_\_\_\_

Electrical Service \_\_\_\_\_

Carpet \_\_\_\_\_

Booth Cleaning \_\_\_\_\_

Material Handling \_\_\_\_\_

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

7 % Sales Tax \$ \_\_\_\_\_

Grand Total \$ \_\_\_\_\_

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

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

## **RETURN ORDERS WITH PAYMENT TO CDS:**

Address: 908 Larson Street,  
Jackson, MS 39202

By Fax: 601-948-3824  
Email: [brooke@cds1958.com](mailto:brooke@cds1958.com)

## **CREDIT CARD AUTHORIZATION - complete all information**

☐ American Express ☐ MasterCard ☐ Visa ☐ Discover

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

V-Code: MasterCard, Visa, Discover = 3 digit on back; American Express = 4 digit on front

EXP. DATE \_\_\_\_\_

PRINT CARDHOLDER NAME \_\_\_\_\_

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

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

**FOR YOUR CONVENIENCE, CDS WILL USE THIS AUTHORIZATION TO CHARGE YOUR ACCOUNT FOR SERVICES, INCLUDING LABOR, FREIGHT, OR OTHER MISCELLANEOUS SERVICES NOT COVERED BY YOUR INITIAL PAYMENT.**

**I agree in placing this order that I have accepted CDS' terms and conditions**

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

Address \_\_\_\_\_

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

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

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

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





## Mississippi Association of Supervisors

### CARPET SHOW SPECIAL

This order form must be returned to Convention Display Service, Inc. with payment in full, including tax, by June 7, 2021 to take advantage of this package deal.

This SHOW SPECIAL rate will NOT be available after June 7th

\_\_\_ Package A: One 9' x 10' Gray Carpet  
One 9' x 10' Carpet Pad

**\$82.00**  
Discount Price

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

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

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

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

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

CREDIT CARD	
___ MASTERCARD ___ VISA ___ AMEX ___ DISCOVER	<p><b>Return order forms with payment to:</b>  <b>Convention Display Service, Inc.</b>  <b>P. O. Box 13387, Jackson, MS 39236-3387</b>    <b>or</b>  <b>908 Larson Street, Jackson, MS 39202</b>    <b>or</b>  <b>Email to: <a href="mailto:brooke@cds1958.com">brooke@cds1958.com</a></b>  <b>Fax: 601-948-3824</b>  <b>Please call Brooke at 601-948-4228 for assistance</b></p>
Account# _____	
Exp. Date ____/____	
Security Code: _____	
Print Name on Card _____	
Card Holder Signature _____	
<p>There is a 3.5% fee for paying with a credit card. Amount will be automatically charged to your transaction total or you may pay by check.</p>	

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

Address \_\_\_\_\_

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

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

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

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



## Mississippi Association of Supervisors

Advance Order Date: June 7, 2021

Qty	Description	Price on/before June 7	Price starts on June 8
-----	-------------	---------------------------	---------------------------

### Tables 24" wide x 30" high

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

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

Note \*4' comes skirted on 4 sides

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

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

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

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

Note \*4' comes skirted on 4 sides

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

Qty	Description	Price on/before June 7	Price starts on June 8
-----	-------------	---------------------------	---------------------------

___ Black Folding Chair	\$ 15.00	\$ 20.00
___ Arm Chair	\$ 50.00	\$ 65.00
___ High Stool	\$ 55.00	\$ 70.00
___ Aluminum Floor Easel	\$ 30.00	\$ 40.00
___ Wastebasket	\$ 15.00	\$ 20.00
___ 8' Post & Base Unit	\$ 10.00	\$ 12.00
___ Extender Rod	\$ 4.00	\$ 6.00
___ 8' h drapes per lin. Ft.	\$ 5.00	\$ 7.00

### Available by advance order only

___ 4' x 8' Chrome Gridwall panel	\$ 75.00
___ Pegboard Vertical Mount*	\$ 90.00
___ Pegboard Horizontal Mount*	\$ 90.00
*Note: 4 x 8' framed brown pegboard sheets with 1/4" holes	
Mounting accessories for pegboards & gridwalls not provided	
___ Literature Rack	\$ 25.00
___ Bag Stand	\$ 25.00
___ Chrome Garment Rack	\$10.00

### Single Tier Table Risers 12" wide x 12" high

___ 6' covered - white	\$ 39.00
___ 8' covered - white	\$ 46.00
___ 6' without cover	\$ 21.00
___ 8' without cover	\$ 26.00

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

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

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

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

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

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

### CREDIT CARD

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

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

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

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

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

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

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](mailto:brooke@cds1958.com)

Fax: 601-948-3824

Please call Brooke at 601-948-4228 for assistance

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

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

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

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



**MS ASSOCIATION OF SUPERVISORS  
MS COAST CONVENTION CENTER  
JUNE 14-16, 2021**

**ADVANCE ORDER DEADLINE: JUNE 7, 2021**

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

Total all items ordered on this sheet \_\_\_\_\_

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

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

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

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

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

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

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

**Return orders to CDS:**

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

or  
908 Larson Street  
Jackson, MS 39202

Email: [brooke@cds1958.com](mailto:brooke@cds1958.com)  
Fax: 601-948-3824

**Return order forms with payment to:**

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

or  
908 Larson Street, Jackson, MS 39202

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

Fax: 601-948-3824

Please call Brooke at 601-948-4228 for assistance

**CREDIT CARD AUTHORIZATION**

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

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

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

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

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

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

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

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

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

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

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

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





Mississippi Association of Supervisor  
June 14 – 16, 2021  
Order Deadline: June 7, 2021

Qty	Description	Price on/before June 7	Price starts June 8
<b>Standard Booth Carpet – 9' Wide</b>			
___ 9' x 10' Standard Carpet		\$ 63.00	\$ 83.00
___ 9' X 20' Standard Carpet		\$126.00	\$166.00
___ 9' x 30' Standard Carpet		\$189.00	\$249.00
Over 30' in length (price per linear foot)			
___ 9' x ___' Standard Carpet		\$ 6.30'	\$ 8.30'
<b>Standard Padding</b>			
___ 9' x 10'		\$ 40.00	\$ 53.00
___ 9' x 20'		\$ 80.00	\$106.00
___ 9' x 30'		\$120.00	\$159.00
Over 30'in length (price per linear foot)			
___ 9 x ___'		\$ 4.00'	\$ 5.30'

### Carpet Color – Gray Mist

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

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

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

Prices include delivery, installation, rental, removal and taping across front edge

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

Sub Total \$ \_\_\_\_\_  
Add 7 % tax \$ \_\_\_\_\_  
Payment Enclosed \$ \_\_\_\_\_

**CREDIT CARD**

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

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

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

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

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

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

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

**Return order forms with payment to:**

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

or

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

or

Email to: [brooke@cds1958.com](mailto:brooke@cds1958.com)  
Fax: 601-948-3824

Please call Brooke at 601-948-4228 for assistance

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

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

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

Email \_\_\_\_\_

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



**MISSISSIPPI ASSOCIATION OF SUPERVISORS  
ADVANCE ORDER DEADLINE:  
JUNE 7, 2021**

The cleaning services provided by the Exhibit Hall include only a general sweeping of the aisles. If you wish special services as listed below, please complete this form and mail it with payment to Convention Display Service, Inc.

**CHECK THE SERVICE REQUIRED  
All Rates Are Based On Gross Booth Area**

**CLEANING SERVICES**

☐ **VACUUMING OF BOOTH**

☐ **ONCE PRE-SHOW**

**Total # of Sq. Ft**  
\_\_\_\_\_ x \$ .30 Per Day \$ \_\_\_\_\_

**JANITORIAL**

☐ **EMPTY WASTEBASKETS  
DAILY**

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

**CREDIT CARD**

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

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

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

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

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

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

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

**Return order forms with payment to:**

**Convention Display Service, Inc.**

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

**or**

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

**or**

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



**Mississippi Association of Supervisors  
Mississippi Coast Convention Center – Biloxi, MS  
June 14 – 16, 2021**

**SHIPPING AND MATERIAL HANDLING TIPS**

It is the responsibility of the exhibiting company to arrange any and all shipments to the CDS advance warehouse or the Venue.

Exhibitors should make certain that all material is properly insured against fire, theft, damage and all hazards while in transit, to and from your booth, and for the duration of the show. While it is understood that Convention Display Service, Inc. will use its best efforts to protect the Exhibitor's property, it is not responsible for loss, theft or damage.

**WEIGHT AND PIECE COUNT**

Material handling charges are calculated by total weight of each delivery made to receiving dock via LTL Carriers. Consolidate your shipment whenever possible. Separate shipments received by CDS will not be combined. The appropriate charge applies to each shipment that CDS receives. Shipments arriving at the same time from different carriers are considered separate shipments. Please be aware that FedEx and UPS may split shipments resulting in CDS receiving multiple shipments.

BILLED WEIGHT is based on incoming weight, whether the material handling services by Convention Display Service are used completely or in part. The weight is rounded up to the nearest one hundred pounds (100 lbs.) and is taken from the INBOUND BILL OF LADING and/or the Certified Weight Ticket. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by Convention Display Service. These weights will prevail.  
THERE IS A 200 lb. MINIMUM CHARGE ON ALL SHIPMENTS OVER 50 lbs.

Shipments received without individual carrier receipts (UPS, FedEx & other small package or specialized carriers) will be delivered to the booth without guarantee of piece count or condition. No liability will be assumed by CDS for such shipments.

**A Credit Card Must Be On File If Material Handling Services Are Required.**

**ALL SHIPMENTS MUST ARRIVE FREIGHT PREPAID. COLLECT SHIPMENTS WILL BE REFUSED.**

**CDS MATERIAL HANDLING CHARGES DO NOT INCLUDE PAYMENT OF CARRIER CHARGES**

**Outbound shipments**

Outbound shipping is not an automatic process. Outbound Bills of Lading must be completed and turned in to the CDS Service Desk. Do not leave outbound Bills of Lading in your booth. Exhibitors who wish to ship outbound materials via any carrier other than the official show carriers (ABF and FedEx Air) must make the outbound arrangements with their carrier. Should your carrier fail to arrive by 3:30 pm on Wednesday, June 16 or refuses to pick up your shipment for any reason, CDS reserves the right to re-route shipment via the official show carrier as necessary, at the exhibitor's expense.

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



## **SHIPPING ADDRESSES & MATERIAL HANDLING INFORMATION**

### **MS ASSOCIATION OF SUPERVISORS**

Convention Display Service, Inc. is the official drayage/material handling contractor for this event. Please read all information contained in this section carefully so there will be no last minute confusion regarding your shipment.

CDS will receive containerized, non-hazardous, non-perishable materials at the following address 30 days prior to show. Non-containerized shipments, loose materials and local deliveries will be accepted at the show site only.

#### **ADVANCE SHIPPING ADDRESS**

**Exhibiting Company Name**  
**MS Assoc. of Supervisors Booth #**  
**c/o CDS at ARC Best/ABF Freight Systems**  
**12297 Shriners Blvd.**  
**Biloxi, MS 39532**

**Receiving hours are 8:00 AM TO 4:00 PM, Monday – Friday, Closed Saturday & Sunday**

**SHIPMENTS WILL BE ACCEPTED AT THE ADVANCE WAREHOUSE ADDRESS BETWEEN:  
THURSDAY, MAY 6 AND MONDAY, JUNE 7**

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

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

**Exhibiting Firm Name**  
**MS Assoc of Supervisors Booth #**  
**c/o MS Coast Convention Center**  
**2350 Beach Blvd.**  
**Biloxi, MS 39532**

**SHIPMENTS WILL NOT BE ACCEPTED ON-SITE UNTIL MONDAY, JUNE 14, 2021**

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

**Shipments signed for by facility personnel may be turned over to CDS distribution. Exhibitors will be charged by CDS accordingly.**

---

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

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

**ADVANCE WAREHOUSE SHIPPING LABEL**

Schedule your shipments to arrive at this location between  
Thursday, May 6 and Monday, June 7

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

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

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

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

**ADVANCE WAREHOUSE SHIPPING LABEL**

Schedule your shipments to arrive at this location between  
Thursday, May 6 and Monday, June 7

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

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

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

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

**ADVANCE WAREHOUSE SHIPPING LABEL**

Schedule your shipments to arrive at this location between  
Thursday, May 6 and Monday, June 7

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

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

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

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

**ADVANCE WAREHOUSE SHIPPING LABEL**

Schedule your shipments to arrive at this location between  
Thursday, May 6 and Monday, June 7

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

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

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

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



## EXHIBIT MATERIAL

**DO NOT ATTEMPT DELIVERY PRIOR TO  
MONDAY, JUNE 14, 2021**

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

**MS COAST CONVENTION CENTER  
HALLS E – 1, 2, 3  
2350 BEACH BLVD  
BILOXI, MS 39531**

**SHOW NAME: MS ASSOC. OF SUPERVISORS**

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

**SHOW SITE**

## EXHIBIT MATERIAL

**DO NOT ATTEMPT DELIVERY PRIOR TO  
MONDAY, JUNE 14, 2021**

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

**MS COAST CONVENTION CENTER  
HALLS E – 1, 2, 3  
2350 BEACH BLVD  
BILOXI, MS 39531**

**SHOW NAME: MS ASSOC. OF SUPERVISORS**

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

**SHOW SITE**

## EXHIBIT MATERIAL

**DO NOT ATTEMPT DELIVERY PRIOR TO  
MONDAY, JUNE 14, 2021**

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

**MS COAST CONVENTION CENTER  
HALLS E – 1, 2, 3  
2350 BEACH BLVD  
BILOXI, MS 39531**

**SHOW NAME: MS ASSOC. OF SUPERVISORS**

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

**SHOW SITE**

## EXHIBIT MATERIAL

**DO NOT ATTEMPT DELIVERY PRIOR TO  
MONDAY, JUNE 14, 2021**

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

**MS COAST CONVENTION CENTER  
HALLS E – 1, 2, 3  
2350 BEACH BLVD  
BILOXI, MS 39531**

**SHOW NAME: MS ASSOC. OF SUPERVISORS**

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

**SHOW SITE**



Convention Display Service

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

## MATERIAL HANDLING RATE SCHEDULE

RATES APPLY TO EACH 100 LBS OR FRACTION THEREOF. **EACH DELIVERY IS CONSIDERED SEPARATELY.** NO CUMULATIVE WEIGHTS WILL BE ALLOWED ON MINIMUMS, SPLIT SHIPMENTS, ETC.

- **ALL SHIPMENTS MUST ARRIVE PREPAID. COLLECT SHIPMENTS WILL BE REFUSED.**
- **RATES DO NOT INCLUDE PAYMENT OF CARRIER CHARGES**

### CHARGES INCLUDE THE FOLLOWING SERVICES

- \* 1. Receive & store **crated, boxed or skidded shipments** (30 days free storage prior to exhibitor move-in)
- \* 2. Handling to Exhibit Hall
- \* 3. Charges from dock to exhibitor's space, empty crate removal and return, and loading out on carrier are all included in rate
- \* Uncrated or loose materials and local deliveries will be accepted at the show site only.

### MATERIAL HANDLING FEES

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

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

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

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

Shipments received via specialized carriers not falling into the small package category will be subject to CWT rates.

**It is understood that your calculations are an estimate and invoicing will be done from the actual weight / piece count. Adjustments will be made accordingly**

\_\_\_\_ LBS PER CWT X \$50.00 = Material Handling Charge (201 lbs. and over) = \$ \_\_\_\_

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

**Small Package – Maximum weight per piece, per delivery is 50 lbs.**

**First small package is \$30.00 Each additional small package in shipment are \$12.00 each Total = \$ \_\_\_\_**

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

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

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

ACCT NUMBER \_\_\_\_\_

EXP \_\_\_\_/\_\_\_\_ Security Code: \_\_\_\_\_

PRINT CARD HOLDER NAME \_\_\_\_\_

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

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

Return Forms To:

Convention Display Service, Inc.

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

or

908 Larson Street, Jackson, MS 39202

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

Fax: 601-948-3824

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

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

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

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

Convention or Show \_\_\_\_\_ MS Association of Supervisors – MS Coast Convention Center – Biloxi, MS

Signature \_\_\_\_\_



**OUTBOUND SHIPPING FORM**  
**MS ASSOCIATION OF SUPERVISORS**  
**JUNE 14 - 16, 2021**

THIS FORM IS FOR VERIFICATION PURPOSES ONLY AND DOES NOT CONSTITUTE ANY RESPONSIBILITY ON THE PART OF CDS PERSONNEL FOR THE COMPLETION OF YOUR SHIPPING DOCUMENTS.

**SHIP TO:**

\_\_\_\_\_  
\_\_\_\_\_  
CITY \_\_\_\_\_  
STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**BILL TO:**

\_\_\_\_\_  
\_\_\_\_\_  
CITY \_\_\_\_\_  
STATE \_\_\_\_\_ ZIP \_\_\_\_\_

MY OUTBOUND SHIPMENT MUST ARRIVE AT THE ABOVE ADDRESS NO LATER THAN \_\_\_\_\_

Please allow for adequate shipping time when selecting carrier. CDS will expedite shipments to the best of our ability, however CDS is not responsible for unavoidable delays of rush shipments.

**PLEASE INDICATE YOUR OUTBOUND SERVICE PROVIDER**

Exhibiting Firms Are Responsible For Making Sure That Shipments Are Re-Packed, Labeled And That Properly Executed Shipping Documents Are Tendered To Convention Display Service Before Departing The Show Floor.

- ☐ ABF/ARC BEST ABF Billing Address \_\_\_\_\_  
ABF Account # \_\_\_\_\_  
☐ FEDEX AIR FedEx Acct. # \_\_\_\_\_  
☐ OTHER (please name your carrier) \_\_\_\_\_

**MERCHANTS NOT USING ABF OR FEDEX AIR ARE RESPONSIBLE FOR ARRANGING CARRIER PICK UP  
CONVENTION DISPLAY SERVICE, INC. DOES NOT PREPAY OUTBOUND CARRIER CHARGES**

***ALL CARRIERS MUST BE ON SITE FOR PICK UP BY 3:30 PM ON WEDNESDAY, JUNE 16, 2021***

A Bill of Lading **MUST** be completed regardless of the carrier used. CDS will not release shipments to any carrier unless properly executed shipping documents have been presented to Convention Display Service.

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

CONVENTION DISPLAY SERVICE, INC. RESERVES THE RIGHT TO RE-ROUTE ANY SHIPMENT IF A DESIGNATED CARRIER FAILS TO CHECK IN WITH THE FREIGHT DESK BY THE STATED CHECK IN TIME. Convention Display Service, Inc. assumes no liability as a result of such re-routing or handling. The exhibiting firm will be charged accordingly. Convention Display Service, Inc. is not responsible for shipments left in booth by exhibitor. CDS will count & ship pieces as found when loading out from exhibit hall.

**Return To: CONVENTION DISPLAY SERVICE, INC., P. O. BOX 13387, JACKSON, MS 39236-3387 OR  
908 LARSON STREET, JACKSON, MS 39202 / FAX: 601-948-3824 (CREDIT CARD ORDERS ONLY)  
Email to [brooke@cds1958.com](mailto:brooke@cds1958.com)**

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



11/14/2018

**MEMORANDUM:**

**RE: MS Coast Coliseum and Convention Center Fire Code Policy**

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

Thank you for your cooperation in keeping safety #1!

**IFC 2015 - SECTION 314.4 - INDOOR DISPLAYS**

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

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

*~MS Coast Coliseum & Convention Center Management*

**MISSISSIPPI ASSOCIATION OF SUPERVISORS CONVENTION  
MISSISSIPPI COAST CONVENTION CENTER  
BILOXI, MS  
JUNE 14 – 16, 2021**

---

**ADDITIONAL VENDOR SERVICES**

**ALL ARRANGEMENTS FOR THE FOLLOWING SERVICES MUST BE MADE  
DIRECTLY BETWEEN THE EXHIBITING FIRM AND THE STATED SUPPLIER**

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

**FOOD / BEVERAGE SERVICE**

**CONTACT**

**LEVY**

**PHONE 228.594.3741**

**LEVY is the exclusive caterer for the MCCC. Absolutely no food, beverage, candy,  
logo bottled water, etc. to be used as "give aways" are allowed to be brought into  
the MCCC**

**TELEPHONE / INTERNET**

**CONTACT**

**MCCC IT SERVICES**

**ANDREW JONES**

**228.297.2528**

**AUDIO VISUAL**

**CONTACT**

**EVENT COORDINATOR**

**228.594.3700**