



## EXHIBITOR SERVICE KIT

### 2017 Amarillo Farm and Ranch Show Amarillo Civic Center – Amarillo, Texas November 28 – November 30, 2017

#### SHOW SCHEDULE

**BULK EXHIBITOR MOVE IN:**

Sunday November 26, 2017 10 am – 5 pm  
By appointment only please contact Taylor Anderson with IDEAg  
At 507-829-1065 to arrange move in schedule

**GENERAL EXHIBITOR MOVE IN:**

Monday November 27, 2017 8 am – 5 pm  
Please refer to the IDEAg Exhibit Information for specific move in time

Tuesday November 28, 2017 7 am – 8:30 am  
Please reserve Tuesday morning for booth touch ups only

**SHOW HOURS:**

Tuesday November 28, 2017 9 am – 5 pm  
Wednesday November 29, 2017 9 am – 5 pm  
Thursday November 30, 2017 9 am – 4 pm

**SHOW DISMANTLE:**

Thursday November 30, 2017 4 pm

The exhibit hall must be cleared Thursday evening. It is the exhibitor's responsibility to recover all exhibit material from hall before midnight. Neither Convention Display Service, Inc. nor IDEAg, nor the Amarillo Civic Center will be responsible for material left unattended.

**SHOW SPECIFICATIONS:**

**BOOTH SIZE** Most booths are increments of 10' wide x 10' deep  
Please refer to the IDEAg Exhibit Information for exact booth size

North, South Exhibit Halls, Concourse, Regency and Coliseum are uncarpeted

**SHOW COLORS** Blue and White

**SHOW FURNISHINGS**

THE FOLLOWING EQUIPMENT IS PROVIDED WITH THE RENTAL OF  
FURNISHED EXHIBIT SPACE:

8' HIGH BLUE/WHITE/BLUE BACK DRAPES AND 3' HIGH BLUE DIVIDERS  
(Nothing may be pinned, taped or stapled to this fabric)  
ONE 7" X 44" COMPANY NAME ID SIGN WITH BOOTH NUMBER

Exhibitors occupying unfurnished bulk floor space will not receive drape or dividers. Items are available through Convention Display Service, Inc. at the exhibitor's expense.

Electrical service is NOT included with exhibit space. Order form attached.

**Important:** Internet service is limited! If internet service is mandatory in order to exhibit you must contact the Amarillo Civic Center at 806-654-1719 to confirm availability and cost. Internet service agreement attached.

The Amarillo Civic Center does not allow the use of tape, nails, staples or pins to any wall, column or wooden railing. Approved for use are 3M Brand Low Residue tape or painters, gaffers and masking tape. If you intend to paint please cover the floor prior to painting. Exhibitors are required to return their exhibit space to its original condition.



2017 Amarillo Farm and Ranch Show  
Amarillo Civic Center  
November 28-30, 2017

CONVENTION DISPLAY SERVICE, INC. IS PLEASED TO BE THE TRADE SHOW DECORATOR / SERVICE CONTRACTOR FOR THIS EVENT. PLEASE CONTACT US AT 601-948-4228 IF YOU HAVE ANY QUESTIONS OR NEED ASSISTANCE WITH YOUR ORDER.

- ORDERS WITH PAYMENT IN FULL MUST BE RECEIVED BY **Thursday, November 16, 2017** TO TAKE ADVANTAGE OF THE DISCOUNTED ADVANCE ORDER RATE.
- ORDERS WITH PAYMENT MUST BE RECEIVED A MINIMUM OF 72 HOURS PRIOR TO EXHIBITOR MOVE IN TO AVOID PROCESSING DELAYS
- ORDERS FOR ADDITIONAL EQUIPMENT AND SERVICES MUST BE SUBMITTED WITH PAYMENT TO:

**CONVENTION DISPLAY SERVICE, INC.**  
P O BOX 13387  
JACKSON, MS 39236-3387

*or to street address: 908 LARSON ST., JACKSON, MS 39202*

*or email to [terri@cds1958.com](mailto:terri@cds1958.com)*

**24 HOUR FAX: 601-948-3824**

- PHONE ORDERS ARE NOT ACCEPTED
- ORDERS RECEIVED WITHOUT PAYMENT OR PURCHASE ORDER WILL NOT BE PROCESSED
- **Sales Tax Exemption:** If your company is tax exempt, a copy of your Tax Exemption Letter/Certificate (*not* Resale Certificate) must accompany your order. Your exemption **MUST** be issued by the state the show takes place in. Failure to submit your tax exemption status will result in appropriate sales tax being applied to your order.

**NO REFUNDS WILL BE GIVEN FOR SERVICES NOT USED OR CANCELLED AFTER INSTALLATION**

**Questions, problems or discrepancies must be reported during exhibitor set up. No credits or adjustments will be considered after the show closes.**



# CREDIT CARD BILLING AUTHORIZATION & PAYMENT POLICY

<p><b>THIS FORM MUST ACCOMPANY ALL ORDERS</b></p> <p><u>PAYMENT POLICY:</u> CDS requires payment in full, including applicable tax, when orders are submitted. <u>You may choose to pay by credit card or check, however, CDS requires that a credit card authorization be placed on file with your order.</u> <i>YOUR SHOWSITE REPRESENTATIVE MUST BE MADE AWARE OF THIS POLICY AND HAVE A MEANS OF PAYMENT UNLESS THERE IS A CREDIT CARD ON FILE. OTHERWISE SERVICES WILL BE DENIED</i></p> <p><i>ORDERS RECEIVED WITH PAYMENT BY STATED DUE DATE QUALIFY FOR THE DISCOUNTED ADVANCE ORDER RATE. CDS will not be responsible for missed deadlines or processing delays resulting from payments mailed separately from order forms.</i></p> <div style="background-color: black; color: white; text-align: center; padding: 5px; font-weight: bold;">NO REFUNDS WILL BE GIVEN FOR SERVICES NOT USED OR CANCELLED AFTER INSTALLATION.</div> <p>Questions, problems or discrepancies must be reported during exhibitor set up. No credits or adjustments will be considered after the show closes.</p> <ul style="list-style-type: none"> <li>• <b>CHECKS</b> - Must be payable to CONVENTION DISPLAY SERVICE &amp; drawn on US funds account</li> <li>• <b>PURCHASE ORDERS</b> – NOT CONSIDERED PAYMENT</li> <li>• <b>PHONE ORDERS NOT ACCEPTED</b></li> </ul>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;"><b>ORDER RECAP</b></td> <td style="width: 30%; text-align: right;"><b>Total from each page</b></td> </tr> <tr><td>Standard Furnishings</td><td>_____</td></tr> <tr><td>Electrical Service</td><td>_____</td></tr> <tr><td>Carpet</td><td>_____</td></tr> <tr><td>Labor</td><td>_____</td></tr> <tr><td>Booth Cleaning</td><td>_____</td></tr> <tr><td>Material Handling</td><td>_____</td></tr> <tr><td>Deluxe Booth Signs</td><td>_____</td></tr> <tr><td> </td><td>_____</td></tr> <tr><td> </td><td>_____</td></tr> <tr><td colspan="2" style="text-align: right;"><b>Grand Total</b> \$ _____</td></tr> </table> <p style="text-align: center;"><b>Convention Display Service, Inc. Federal ID #64-0656926</b> CDS is exempt from backup withholding tax</p> <p>Check here if you want a receipt faxed <input type="checkbox"/> e-mailed <input type="checkbox"/></p> <p>Email address for receipt _____</p> <hr/> <p style="text-align: center;">Credit card Authorization is for use by Convention Display Service, Inc. only</p>	<b>ORDER RECAP</b>	<b>Total from each page</b>	Standard Furnishings	_____	Electrical Service	_____	Carpet	_____	Labor	_____	Booth Cleaning	_____	Material Handling	_____	Deluxe Booth Signs	_____		_____		_____	<b>Grand Total</b> \$ _____	
<b>ORDER RECAP</b>	<b>Total from each page</b>																						
Standard Furnishings	_____																						
Electrical Service	_____																						
Carpet	_____																						
Labor	_____																						
Booth Cleaning	_____																						
Material Handling	_____																						
Deluxe Booth Signs	_____																						
	_____																						
	_____																						
<b>Grand Total</b> \$ _____																							

CREDIT CARD AUTHORIZATION - complete all information <input type="checkbox"/> American Express <input type="checkbox"/> Mastercard <input type="checkbox"/> Visa THIS FORM IS FOR USE BY CONVENTION DISPLAY SERVICE ONLY. ALL INFORMATION IS KEPT CONFIDENTIAL		
Account # _____		Verification Code _____
V-Code: Mastercard, Visa – 3 digit on back: American Express – 4 digit on front		
		EXP. DATE _____
PRINT CARDHOLDER NAME _____		
		BILLING ZIP CODE _____
CARDHOLDER SIGNATURE _____		
FOR YOUR CONVENIENCE, CDS WILL USE THIS AUTHORIZATION TO CHARGE YOUR ACCOUNT FOR SERVICES, INCLUDING LABOR, FREIGHT, OR OTHER MISCELLANEOUS SERVICES NOT COVERED BY YOUR INITIAL PAYMENT.		

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

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

Address \_\_\_\_\_

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

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

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

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



**FURNITURE & ACCESSORIES**

**Show: 2017 Amarillo Farm & Ranch Show  
Discount Deadline: November 16, 2017  
Phone Orders Not Accepted**

Qty	Description	Advance Price	Floor Price
-----	-------------	---------------	-------------

**Skirted Tables 24" wide x 30" high**

Includes white vinyl top & pleated skirt on 3 sides

___ Skirted 4' table*	\$ 55.00	\$ 75.00	___
___ Skirted 6' table	\$ 75.00	\$100.00	___
___ Skirted 8' table	\$ 95.00	\$125.00	___
___ 4 <sup>th</sup> Side Skirting, Optional	\$ 20.00		___

Note \*4' comes skirted on 4 sides

**Skirted Tables 24 "wide x 42" high (counter height)**

Includes white vinyl top & pleated skirt on 3 sides

___ Skirted 4' table *	\$ 80.00	\$100.00	___
___ Skirted 6' table	\$ 95.00	\$125.00	___
___ Skirted 8' table	\$110.00	\$145.00	___
___ 4 <sup>th</sup> Side Skirting, Optional	\$ 35.00		___

Note \*4' comes skirted on 4 sides

**Tables Skirts will be Blue**

**Un-Skirted Tables 24" wide x 30" high**

___ 4' table	\$ 30.00	\$ 38.00	___
___ 6' table	\$ 35.00	\$ 44.00	___
___ 8' table	\$ 40.00	\$ 52.00	___

**Un-Skirted Tables 24" wide x 42" high**

___ 4' table	\$ 35.00	\$ 44.00	___
___ 6' table	\$ 41.00	\$ 52.00	___
___ 8' table	\$ 55.00	\$ 75.00	___

**Seating**

___ Black Folding Chair	\$ 15.00	\$ 20.00	___
___ Arm Chair	\$ 50.00	\$ 65.00	___
___ High Stool	\$ 55.00	\$ 70.00	___

Arm chairs & high stools are covered in gray fabric with lightly padded back and seat

Qty	Description	Advance Price	Floor Price
-----	-------------	---------------	-------------

**Accessories**

___ Aluminum Floor Easel	\$ 30.00	\$ 40.00	___
___ Wastebasket	\$ 15.00	\$ 20.00	___
___ 8' Post & Base Unit		\$ 12.00	___
___ Extender Rod		\$ 6.00	___
___ 8' h drapes per lin ft	\$ 5.00'	\$ 6.00'	___
___ 3' h drapes per lin ft	\$ 3.00'	\$ 4.00'	___

Note: show colors prevail

**The following are available by advance order only**

___ Literature Stands	\$ 60.00	___
___ Bag Stands	\$ 50.00	___

**NO REFUNDS WILL BE GIVEN FOR SERVICES NOT USED OR CANCELLED AFTER INSTALLATION.**

Questions, problems or discrepancies must be reported during exhibitor set up. No credits or adjustments will be considered after the show closes.

Total all items ordered on this sheet	_____
Add 8.25% tax	_____
Payment Enclosed	_____

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

**Return to CDS at** P. O. Box 13387  
Jackson, MS 39236-3387

Street Address 908 Larson Street  
Jackson, MS 39202

Fax 601-948-3824  
Email terri@cds1958.com

Exhibiting Firm Name \_\_\_\_\_  
 Print Contact Name \_\_\_\_\_ Title \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_  
 X Authorized Signature \_\_\_\_\_ E-mail: \_\_\_\_\_



**ELECTRICAL SERVICE**

**Show: Amarillo Farm & Ranch Show  
Discount Deadline: November 16, 2017  
Phone Orders Not Accepted**

**Current Available:** 110-208 Volt A. C. Single Phase, 60 cycle  
208 Volt A. C. Three Phase, 60 Cycle

**Connectors have one plug. Exhibitors should provide their own extension cords and/or power strips.**

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

Qty	Description	Advance Price	Floor Price
-----	-------------	---------------	-------------

**120 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

<i>Total all items ordered on this sheet</i>	_____
<i>Add 8.25% tax</i>	_____
<i>Payment Enclosed</i>	_____

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

**NO REFUNDS WILL BE GIVEN FOR SERVICES NOT USED OR CANCELLED AFTER INSTALLATION.**

Questions, problems or discrepancies must be reported during exhibitor set up. No credits or adjustments will be considered after the show closes.

**Return orders to CDS at**  
P. O. Box 13387  
Jackson, MS 39236-3387  
or  
908 Larson Street  
Jackson, MS 39202

By e-mail to [terri@cds1958.com](mailto:terri@cds1958.com)  
By fax to 601-948-3824

---

Exhibiting Firm Name \_\_\_\_\_  
 Print Contact Name \_\_\_\_\_ Title \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_  
 X Authorized Signature \_\_\_\_\_ E-Mail: \_\_\_\_\_



2017 Amarillo Farm and Ranch Show  
Amarillo Civic Center  
November 28-30, 2017

## Important Carpet Information

Permanently carpeted areas of the building are  
Heritage Ballroom, Auditorium Lobby and  
Buchanan Street Lobby

Uncarpeted areas of building are North and  
South Exhibit Halls, all Concourses, Regency  
Room and Coliseum Floor

Please do not order carpet if booth space is  
located on a permanently carpeted surface



# STANDARD BOOTH CARPET

ORDER DUE BY  
November 16, 2017

ALL PRICES QUOTED INCLUDE RENTAL, DELIVERY, INSTALLATION, REMOVAL AND TAPING FRONT EDGE

## STANDARD CARPET - 9' WIDE

STANDARD CARPET WILL NOT BE TRIMMED TO FIT BOOTH SPACE

LENGTH Linear Feet	QUANTITY	ADVANCE PRICE	FLOOR PRICE	AMOUNT
10' SECTION		\$ 63.00	\$ 83.00	\$
20' SECTION		\$126.00	\$166.00	\$
30' SECTION		\$189.00	\$249.00	\$
Over 30'	# Lin. Ft. _____	\$ 6.30 Linear Ft.	\$ 8.30 Linear Ft.	\$

## PADDING FOR STANDARD CARPET

LENGTH Linear Feet	QUANTITY	ADVANCE PRICE	FLOOR PRICE	AMOUNT
10' SECTION		\$ 40.00	\$ 53.00	\$
20' SECTION		\$ 80.00	\$106.00	\$
30' SECTION		\$120.00	\$159.00	\$
Over 30'	# Lin. Ft. _____	\$ 4.00 Linear Ft.	\$ 5.30 Linear Ft.	\$

COLOR SELECTIONS (please check one)  MEDIUM RED  GRAY MIST

**ADDITIONAL TAPING** per Linear Foot \_\_\_\_\_ Ft @\$.65 per Ft. = \_\_\_\_\_  
**VISQUENE** per Linear Foot \_\_\_\_\_ Ft @\$1.35 per Ft = \_\_\_\_\_

**NO REFUNDS WILL BE GIVEN FOR SERVICES NOT USED  
OR CANCELLED AFTER INSTALLATION**

Questions, problems or discrepancies must be reported during exhibitor set up. No credits or adjustments will be considered after the show closes.

SUB TOTAL \$ \_\_\_\_\_  
 ADD 8.25% \$ \_\_\_\_\_  
 TAX  
 TOTAL \$ \_\_\_\_\_

**ORDERS WITHOUT PAYMENT WILL NOT BE PROCESSED**

Please type or print

Exhibiting Firm Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_  
 Convention or Show: **2017 Amarillo Farm & Ranch Show – Amarillo Civic Center**  
 Authorized Signature \_\_\_\_\_

Return To: CONVENTION DISPLAY SERVICE, INC., P. O. Box 13387, JACKSON, MS 39236-3387 OR  
 908 LARSON STREET, JACKSON, MS 39202 / FAX: 601-948-3824 OR EMAIL TERRI@cds1958.com



## BOOTH CLEANING AND JANITORIAL SERVICES

<b>ORDERS DUE BY November 16, 2017</b> PHONE ORDERS NOT ACCEPTED
---

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   OR    DAILY \_\_\_\_\_ DAYS  
 Total # of Sq. Ft     \$ \_\_\_\_\_  
                                 x \$.30 Per Day

#### JANITORIAL

EMPTY WASTEBASKETS     \_\_\_\_\_ Days @ 18.00  
 DAILY                                      Per Booth Per Day     \$ \_\_\_\_\_

**NO REFUNDS WILL BE GIVEN FOR SERVICES NOT USED OR CANCELLED AFTER INSTALLATION.**

Questions, problems or discrepancies must be reported during exhibitor set up. No credits or adjustments will be considered after the show closes.

TOTAL     \$ \_\_\_\_\_

Please type or print

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

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

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

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

Booth No. \_\_\_\_\_ Convention or Show: **2017 Amarillo Farm & Ranch Show – Amarillo Civic Center**

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





**LABOR**  
**ORDER DUE BY**  
**NOVEMBER 16, 2017**  
 PHONE ORDERS NOT ACCEPTED

**LABOR RATES: \$45.00 per hour per man - straight time**  
**\$67.50 per hour per man - overtime**

One hour minimum per man. Rates quoted are based on prevailing wage scales and subject to change upon notice. All labor before 8:00 AM, after 4:30 PM weekdays, at any time on Saturday, Sunday and Holidays is considered overtime.

PLEASE INDICATE LABOR REQUIRED ACCORDING TO THIS SCHEDULE:

	NO. OF MEN	DATE	TIME	APPRX. HRS	AMOUNT DUE
<b>INSTALL</b> <input type="checkbox"/> ST <input type="checkbox"/> OT					
<b>DISMANTLE</b> <input type="checkbox"/> ST <input type="checkbox"/> OT					

<input type="checkbox"/> <b>CDS SUPERVISION</b>  <b>PROCEED WITH INSTALLATION at the earliest time.</b> Exhibit will be installed on straight time whenever possible.  <input type="checkbox"/> Set up instructions enclosed with order <input type="checkbox"/> Set up instructions with exhibit  To insure an efficient and proper installation, set up instructions must be provided	<input type="checkbox"/> <b>EXHIBITOR SUPERVISION</b>  <b>DO NOT PROCEED.</b> Exhibitor's representative will call at 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. Starting time other than 8 AM cannot be guaranteed.
--	--

**Please indicate the service desired.** If procedure is not indicated, labor will not be assigned until exhibitor reports to the service desk. A one hour minimum per man will be charged if exhibitor does not pick up labor as specified.

**A CREDIT CARD MUST BE PLACED ON FILE IF LABOR IS ORDERED.**

Please type or print

Exhibiting Firm Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_  
 Booth No. \_\_\_\_\_ Convention or Show: **2017 Amarillo Farm and Ranch Show – Amarillo Civic Center**  
 Signature \_\_\_\_\_

Return To: CONVENTION DISPLAY SERVICE, INC., P. O. BOX 13387, JACKSON, MS 39236-3387 OR 908 LARSON STREET, JACKSON, MS 39202 / FAX : 601-948-3824 OR EMAIL TO TERRI@cds1958.com



**2017 Amarillo Farm and Ranch Show  
Amarillo Civic Center – Amarillo, Texas  
November 28-30, 2017**

## **SHIPPING AND MATERIAL HANDLING TIPS**

**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. SHIP ITEMS TOGETHER WHEN POSSIBLE.**

**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.**

UNCRATED OR LOOSE MATERIALS AND LOCAL DELIVERIES WILL BE ACCEPTED AT THE SHOW SITE ONLY.

- 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



# MATERIAL HANDLING RATE SCHEDULE

**STRAIGHT TIME:** MONDAY - FRIDAY  
8 AM - 4:00 PM

**OVERTIME:**

BEFORE 8 AM OR AFTER  
4:00 PM - WEEKDAYS  
SAT., SUN., HOLIDAYS

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.

**RATES**

- \$50.00 CWT Straight Time (single shipment over 200 lbs)
- \$75.00 CWT Overtime (single shipment over 200 lbs)
- ◆ \$100.00 **MINIMUM CHARGE** (single shipments 50lbs to 200 lbs)

CWT = per hundred weight  
(Example: 300 lbs = 3 CWT)

\*\*\*\*\*

**SMALL PACKAGE:** Maximum weight per shipment, per delivery is 50 lbs  
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.

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

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

\_\_\_ LBS PER CWT X \$ \_\_\_ per CWT = Material Handling Charge (per individual shipment) = \$ \_\_\_

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

Small Package 1<sup>st</sup> container \$30.00 \_\_\_ Add'l containers @ \$12.00 each \_\_\_ Total = \$ \_\_\_

Forklift with driver - PER HOUR IN	\$110.00	\$ ___	Forklift with driver - 1/2 hr MINIMUM IN	\$65.00	\$ ___
Forklift with driver - PER HOUR OUT	\$110.00	\$ ___	Forklift with driver - 1/2 hr MINIMUM OUT	\$65.00	\$ ___

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

**A CREDIT CARD MUST BE PLACED ON FILE IF MATERIAL HANDLING SERVICES ARE REQUESTED**

Please print or type

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

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

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

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

Convention or Show: **2017 Amarillo Farm & Ranch Show – Amarillo Civic Center**

Signature \_\_\_\_\_

Return To: CONVENTION DISPLAY SERVICE, INC., P. O. BOX 13387, JACKSON, MS 39236-3387 OR  
908 LARSON STREET, JACKSON, MS 39202 / FAX : 601-948-3824 OR EMAIL TERRI@CDS1958.COM



**SHIPPING & MATERIAL HANDLING INFORMATION**  
2017 Amarillo Farm and Ranch Show  
Amarillo Civic Center  
November 28-30, 2017

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. **There is a charge for this service.**

**ADVANCE RECEIVING**

**Exhibiting Firm Name  
Amarillo Farm & Ranch Booth #  
c/o CDS at ARCBest  
9100 East Triangle Drive  
Amarillo, TX 79106**

**SHIPMENTS MUST ARRIVE AT THE ADVANCE RECEIVING ADDRESS ON OR BEFORE FRIDAY, NOVEMBER 17, 2017 TO INSURE PROPER HANDLING. IF YOU CANNOT MEET THIS DEADLINE PLEASE CONTACT CDS FOR INSTRUCTIONS.** *Shipments will be accepted at the advance receiving address no earlier than thirty days prior to show set up. Receiving hours are 8 AM to 4 PM, Monday – Friday. Closed on Saturday and Sunday*

\*\*\*\*\*

**DIRECT TO SITE**

**Exhibiting Firm Name  
Amarillo Farm & Ranch Booth #  
c/o Amarillo Civic Center  
401 South Buchanan Street  
Amarillo, TX 79101**

**SHIPMENTS WILL NOT BE ACCEPTED ON-SITE UNTIL MONDAY, NOVEMBER 27, 2017.** CDS will not be responsible for refused or delayed shipments resulting from attempted deliveries to show site prior to this date. Shipments signed for by facility personnel may be turned over to CDS distribution. Exhibitors will be charged accordingly.

---

**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.

# EXHIBIT MATERIAL RUSH

ADVANCE RECEIVING

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

c/o CONVENTION DISPLAY SERVICE INC  
ARCBEST  
9100 EAST TRIANGLE DRIVE  
AMARILLO, TX 79108

SHOW NAME: Amarillo Farm & Ranch 2017

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

Receiving Dates October 20 – November 17, 2017

# EXHIBIT MATERIAL RUSH

ADVANCE RECEIVING

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

c/o CONVENTION DISPLAY SERVICE INC  
ARCBEST  
9100 EAST TRIANGLE DRIVE  
AMARILLO, TX 79108

SHOW NAME: Amarillo Farm & Ranch 2017

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

Receiving Dates October 20 – November 17, 2017

# EXHIBIT MATERIAL RUSH

ADVANCE RECEIVING

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

c/o CONVENTION DISPLAY SERVICE INC  
ARCBEST  
9100 EAST TRIANGLE DRIVE  
AMARILLO, TX 79108

SHOW NAME: Amarillo Farm & Ranch 2017

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

Receiving Dates October 20 – November 17, 2017

# EXHIBIT MATERIAL RUSH

ADVANCE RECEIVING

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

c/o CONVENTION DISPLAY SERVICE INC  
ARCBEST  
9100 EAST TRIANGLE DRIVE  
AMARILLO, TX 79108

SHOW NAME: Amarillo Farm & Ranch 2017

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

Receiving Dates October 20 – November 17, 2017

**EXHIBIT MATERIAL  
DO NOT DELAY**

**DIRECT TO SHOW SITE**

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

CDS c/o AMARILLO CIVIC CENTER  
401 SOUTH BUCHANAN ST  
AMARILLO, TX 79101

SHOW NAME: Amarillo Farm & Ranch 2017

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

DO NOT ATTEMPT DELIVERY PRIOR TO:  
Monday, November 27, 2017

**EXHIBIT MATERIAL  
DO NOT DELAY**

**DIRECT TO SHOW SITE**

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

CDS c/o AMARILLO CIVIC CENTER  
401 SOUTH BUCHANAN ST  
AMARILLO, TX 79101

SHOW NAME: Amarillo Farm & Ranch 2017

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

DO NOT ATTEMPT DELIVERY PRIOR TO:  
Monday, November 27, 2017

**EXHIBIT MATERIAL  
DO NOT DELAY**

**DIRECT TO SHOW SITE**

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

CDS c/o AMARILLO CIVIC CENTER  
401 SOUTH BUCHANAN ST  
AMARILLO, TX 79101

SHOW NAME: Amarillo Farm & Ranch 2017

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

DO NOT ATTEMPT DELIVERY PRIOR TO:  
Monday, November 27, 2017

**EXHIBIT MATERIAL  
DONOT DELAY**

**DIRECT TO SHOW SITE**

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

CDS c/o AMARILLO CIVIC CENTER  
401 SOUTH BUCHANAN ST  
AMARILLO, TX 79101

SHOW NAME: Amarillo Farm & Ranch Show

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

DO NOT ATTEMPT DELIVERY PRIOR TO:  
Monday, November 27, 2017



RETURN SHIPPING FROM  
2017 Amarillo Farm & Ranch Show

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

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

SHIP TO: \_\_\_\_\_

CITY \_\_\_\_\_

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

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

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

**PLEASE INDICATE 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. Bills of lading, air bills and labels are available at the CDS service desk.**

**ABF FREIGHT SYSTEM** ABF Billing Address \_\_\_\_\_

**FEDEX AIR** FedEx Acct. # \_\_\_\_\_

**OTHER (please name)** \_\_\_\_\_

**EXHIBITING FIRMS USING FEDEX OR UPS MUST SUPPLY PREPAID RETURN LABELS**

**CONVENTION DISPLAY SERVICE, INC. WILL NOT RELEASE SHIPMENTS TO ANY CARRIER UNLESS PROPERLY EXECUTED SHIPPING DOCUMENTS HAVE BEEN PRESENTED TO THE CONVENTION DISPLAY SERVICE FREIGHT DESK.**

- EXHIBITING FIRMS NOT USING ABF FREIGHT SYSTEM OR FEDEX AIR ARE RESPONSIBLE FOR ARRANGING CARRIER PICK UP
- CARRIERS MUST BE ON SITE FOR CARRIER PICK UP BY 7 PM, THURSDAY, NOVEMBER 30, 2017
- CONVENTION DISPLAY SERVICE, INC. DOES NOT PREPAY OUTBOUND CARRIER CHARGES
- Exhibiting Firms Using Specialized Carriers Must Provide Shipping Documents And Declaration Of Contents As Required By Carrier to Convention Display Service.

**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 OR EMAIL TO TERRIF@CDS1958.COM

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

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

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

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

**AMARILLO FARM AND RANCH SHOW  
AMARILLO CIVIC CENTER – AMARILLO, TEXAS  
NOVEMBER 28-30, 2017**

---

---

**Additional Vendor Services**

**ALL ARRANGEMENTS FOR THE FOLLOWING SERVICES MUST BE MADE  
DIRECTLY BETWEEN THE EXHIBITING FIRM AND THE AMARILLO CIVIC CENTER**

**INTERNET AND TELEPHONE SERVICE**

**INTERNET SERVICE IS LIMITED!**

**If internet service is mandatory in order to exhibit you  
must contact the Amarillo Civic Center at 806.654.1719  
to confirm availability and cost.**

**Internet and Telephone Service agreement is attached.**

**AUDIO – VISUAL SERVICES**

**Provided by New Day Productions  
Phone 806-353-0068**





The Amarillo Civic Center  
 P.O. Box 1971  
 Amarillo, TX 79105  
 806-378-4297  
 806-378-4234 (fax)

## Internet and Telephone Service Agreement

Company Name		Show Name		Booth No.	
Billing Name			Show Date /            to            /		
Billing Address			Email		
City, State, Zip					
Contact Name		Telephone		Fax Number	
Credit Card No. (Visa/MasterCard)		Expiration	Cardholder Signature		Print Cardholder Name

Description of Service	Price Day 1	Price per add. day	Sub Total Price	Quantity	Total Price
<b>1. Telephone Line</b>					
a. Local & Toll Free Access (Instrument Provided)	\$ 35.00	\$ 10.00			
b. Long Distance Included (Instrument Provided)	\$ 50.00	\$ 20.00			
c. Outbound Modem Line only (for credit card machines)	\$ 35.00	\$ 10.00			
<b>2. High Speed Internet Service</b> (Shared Service - Single Private IP address)					
a. 256k Bandwidth	\$ 35.00	\$ 20.00			
b. 512k Bandwidth and greater	call 806-378-4297 for quote				
<b>*3. Expedite Charge per Line (if ordered less than 7 days prior to move-in)</b>					
a. Telephone/modem service	\$ 25.00				
b. High Speed Internet Service	\$ 25.00				
<b>*4. On Site / Move-In Order fee per line (if ordering after move-in has started)</b>					
a. Telephone/modem service	\$ 50.00				
b. High Speed Internet Service	\$ 50.00				
*To avoid additional charges, order must be received 7 days prior to move-in.					
<b>TOTAL PAYMENT MUST ACCOMPANY ORDER.</b>					Grand Total

*Credit card users may fax orders to 806-378-4234. Visa and MasterCard Accepted*

**Terms and Conditions**

All Internet service provided through **AMA-TECHTEL**  
 Internet Connections are charged per connection. Telephone/Modem lines are charged per line.  
 Additional labor and material charges may be added for designing and installing special configurations.  
 The ACC is not responsible for network saturation or failures caused by misues, power fluctuations, etc.  
 The ACC can only guarantee connection speeds to the internal port of the router connected to the Internet.  
 The ACC is not responsible for web traffic and network saturation outside of the facility.  
 Acts of God and network failure outside of the building are not the responsibility of the ACC.  
 The ACC does not provide security (i.e. firewalls, virus protection, etc.) for any circuits provided.  
 Cancellations must be made in writing subject to a \$50 cancellation fee. Credit will not be given for service installed and not used.

I agree to the Terms and Conditions of this document and will hold The Amarillo Civic Center, its agents and contracts harmless for any and all liabilities arising from the use of the internet and phone services provided.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date