



EXHIBITOR SERVICE KIT

2017 Mississippi Science Teachers Association Golden Nugget – Biloxi, MS October 30-31, 2017

SHOW SCHEDULE

<u>EXHIBITOR MOVE IN:</u>	Monday	October 30, 2017	7 am – 10 am
<u>SHOW OPENS:</u>	Monday	October 30, 2017	10:45 am
<u>SHOW CLOSES:</u>	Tuesday	October 31, 2017	noon
<u>SHOW DISMANTLE:</u>	Tuesday	October 31, 2017	noon

<u>SHOW SPECIFICATIONS:</u>	SHOW COLORS	Blue drapes and dividers
	EXHIBIT HALL	Permanent carpet

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

**8' HIGH BACK DRAPES
(Nothing may be pinned, taped or stapled to this fabric)
ONE 7" X 44" COMPANY NAME IDENTIFICATION SIGN
ONE 6' TABLE WITH WHITE TOP AND BLUE SKIRT
TWO CHAIRS
ONE WASTEBASKET**

**Additional booth furnishings and electrical service are available at exhibitor's expense
Order forms attached**

PLEASE DIRECT THIS PACKET TO THE PERSON RESPONSIBLE FOR YOUR EXHIBIT



**2017 MS Science Teachers Assn
Golden Nugget
Biloxi, MS
October 30-31, 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 **October 24, 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

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>THIS FORM MUST ACCOMPANY ALL ORDERS</p> <p>PAYMENT POLICY: 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> 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</p> <p>ORDERS RECEIVED WITH PAYMENT BY STATED DUE DATE QUALIFY FOR THE DISCOUNTED ADVANCE ORDER RATE. CDS will not be responsible for missed deadlines or processing delays resulting from payments mailed separately from order forms.</p> <div style="background-color: black; color: white; text-align: center; padding: 2px;">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"> CHECKS - Must be payable to CONVENTION DISPLAY SERVICE & drawn on US funds account PURCHASE ORDERS – NOT CONSIDERED PAYMENT PHONE ORDERS NOT ACCEPTED 	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right;">ORDER RECAP</td> <td style="text-align: right;">Total from each page</td> </tr> <tr><td>Standard Furnishings</td><td>_____</td></tr> <tr><td>Electrical Service</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 colspan="2" style="text-align: right;">Grand Total \$_____</td></tr> <tr><td colspan="2" style="text-align: center;">Convention Display Service, Inc. Federal ID #64-0656926 CDS is exempt from backup withholding tax</td></tr> <tr><td colspan="2">Check here if you want a receipt faxed <input type="checkbox"/> e-mailed <input type="checkbox"/></td></tr> <tr><td colspan="2">Email address for receipt _____</td></tr> <tr><td colspan="2" style="text-align: center;">Credit card Authorization is for use by Convention Display Service, Inc. only</td></tr> </table>	ORDER RECAP	Total from each page	Standard Furnishings	_____	Electrical Service	_____	Labor	_____	Booth Cleaning	_____	Material Handling	_____	Deluxe Booth Signs	_____	Grand Total \$_____		Convention Display Service, Inc. Federal ID #64-0656926 CDS is exempt from backup withholding tax		Check here if you want a receipt faxed <input type="checkbox"/> e-mailed <input type="checkbox"/>		Email address for receipt _____		Credit card Authorization is for use by Convention Display Service, Inc. only	
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CREDIT CARD AUTHORIZATION - complete all information American Express Mastercard Visa
THIS FORM IS FOR USE BY CONVENTION DISPLAY SERVICE ONLY. ALL INFORMATION IS KEPT CONFIDENTIAL

Account # _____ Verification Code _____

V-Code: Mastercard, Visa – 3 digit on back: American Express – 4 digit on front

EXP. DATE _____

PRINT CARDHOLDER NAME _____

BILLING ZIP CODE _____

CARDHOLDER SIGNATURE _____

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

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

Exhibiting Firm Name _____

Address _____

City _____ State _____ Zip _____

Authorized Contact _____ Title _____

Phone (____) _____ Fax (____) _____

x Authorized Signature _____ E-Mail: _____

Convention or Trade Show: **2017 MS Science Teachers Assn – Biloxi, MS**

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



FURNITURE & ACCESSORIES

**Show: MS Science Teachers Assn
Discount Deadline: October 24, 2017
Phone Orders Not Accepted**

Qty	Description	Advance Price	Floor Price
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Skirted Tables 24" wide x 30" h

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 th Side Skirting, Optional	\$ 20.00	___

Note *4' comes skirted on 4 sides

Skirted Tables 24 "wide x 42" h (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 th Side Skirting, Optional	\$ 35.00	___

Note *4' comes skirted on 4 sides

Table 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

Note: Arm Chair & High Stool 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

___	3' x 7' Chrome Gridwall	\$ 45.00	___
___	Pegboard Vertical Mount	\$ 90.00	___
___	Pegboard Horizontal Mount	\$ 90.00	___

Note: 4 x 8' sheets with 1/4" holes- **hooks not provided**

___	Literature Rack	\$ 60.00	___
___	Bag Stand	\$ 50.00	___
___	Lollipop Stand - chrome	\$ 75.00	___
___	Round Pedestal Table	\$100.00	___

Note: 30" diameter x 30" high light grey top

___	S-shaped hook- pack of 25	\$ 5.00	___
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Single Tier Risers 12" wide x 12" high

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

Total all items ordered on this sheet	_____
Add 7% tax	_____
Payment Enclosed	_____

Return to CDS at P. O. Box 13387
Jackson, MS 39236-3387
Street Address 908 Larson Street
Jackson, MS 39202
Fax 601-948-3824
Email 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: MS Science Teachers Assn
Discount Deadline: October 24, 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 1/2 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

208 Volt – Single Phase Service

___	20 Amps	\$151.00	\$193.00
___	30 Amps	\$171.00	\$221.00
___	40 Amps	\$186.00	\$236.00
___	50 Amps	\$211.00	\$271.00

NOT AVAILABLE

___	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

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
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: _____



BOOTH CLEANING AND JANITORIAL SERVICES

ORDER DUE BY OCTOBER 24, 2017
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

**ONCE ONLY
CLEANING SERVICE**

VACUUMING OF BOOTH ONCE PRE-SHOW @\$\$.30 Per Sq. Ft. \$ _____

ONCE ONLY JANITORIAL

EMPTY WASTEBASKETS ONCE PRE-SHOW @\$18.00 Per Booth \$ _____

**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: _____ Contact: _____

Address: _____

City: _____ State _____ Zip _____

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

E-Mail: _____

Convention or Show: **2017 MS Science Teachers Assn – Biloxi MS**

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 TERRU@cds1958.com



LABOR
ORDER DUE BY
October 24, 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
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 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"/> EXHIBITOR SUPERVISION DO NOT PROCEED. 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.
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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: (____) _____ E-mail _____

Convention or Show: **2017 MS Science Teachers Assn – Biloxi, MS**

Signature _____

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



**2017 MS Science Teachers Assn
Golden Nugget – Biloxi, MS
October 30-31, 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 **1st container \$30.00** ____ **Add'l containers @ \$12.00 each** ____ **Total** = \$ _____

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 MS Science Teachers Assn – Golden Nugget**

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 MS Science Teachers Assn
Golden Nugget – Biloxi, MS
October 30-31, 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
Science Teachers Assn
c/o CDS at ArcBest Freight Systems
12297 Shriners Blvd
Biloxi, MS 39532**

SHIPMENTS MUST ARRIVE AT THE ADVANCE RECEIVING ADDRESS BY Wednesday October 25, 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
Science Teachers Assn
c/o Golden Nugget
151 Beach Blvd
Biloxi, MS 39531**

SHIPMENTS WILL NOT BE ACCEPTED ON-SITE UNTIL Monday, October 30, 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)

CONVENTION DISPLAY SERVICE, INC.
c/o ARCBEST
12297 SHRINERS BLVD
BILOXI, MS 39532

SHOW NAME: 2017 MS Science Teachers

Piece _____ of _____

Receiving Dates: October 2 - 25, 2017

EXHIBIT MATERIAL RUSH

ADVANCE RECEIVING

TO: _____
(Your Company Name Here)

CONVENTION DISPLAY SERVICE, INC.
c/o ARCBEST
12297 SHRINERS BLVD
BILOXI, MS 39532

SHOW NAME: 2017 MS Science Teachers

Piece _____ of _____

Receiving Dates: October 2 - 25, 2017

EXHIBIT MATERIAL RUSH

ADVANCE RECEIVING

TO: _____
(Your Company Name Here)

CONVENTION DISPLAY SERVICE, INC.
c/o ARCBEST
12297 SHRINERS BLVD
BILOXI, MS 39532

SHOW NAME: 2017 MS Science Teachers

Piece _____ of _____

Receiving Dates: October 2 - 25, 2017

EXHIBIT MATERIAL RUSH

ADVANCE RECEIVING

TO: _____
(Your Company Name Here)

CONVENTION DISPLAY SERVICE, INC.
c/o ARCBEST
12297 SHRINERS BLVD
BILOXI, MS 39532

SHOW NAME: 2017 MS Science Teachers

Piece _____ of _____

Receiving Dates: October 2 - 25, 2017

**EXHIBIT MATERIAL
DO NOT DELAY**

DIRECT TO SHOW SITE

TO: _____
(Your Company Name Here)

**GOLDEN NUGGET
151 BEACH BLVD
BILOXI, MS 39531**

SHOW NAME: 2017 MS Science Teachers

BOOTH NUMBER : _____

**DO NOT ATTEMPT DELIVERY PRIOR TO:
October 30, 2017**

**EXHIBIT MATERIAL
DO NOT DELAY**

DIRECT TO SHOW SITE

TO: _____
(Your Company Name Here)

**GOLDEN NUGGET
151 BEACH BLVD
BILOXI, MS 39531**

SHOW NAME: 2017 MS Science Teachers

BOOTH NUMBER : _____

**DO NOT ATTEMPT DELIVERY PRIOR TO:
October 30, 2017**

**EXHIBIT MATERIAL
DO NOT DELAY**

DIRECT TO SHOW SITE

TO: _____
(Your Company Name Here)

**GOLDEN NUGGET
151 BEACH BLVD
BILOXI, MS 39531**

SHOW NAME: 2017 MS Science Teachers

BOOTH NUMBER : _____

**DO NOT ATTEMPT DELIVERY PRIOR TO:
October 30, 2017**

**EXHIBIT MATERIAL
DONOT DELAY**

DIRECT TO SHOW SITE

TO: _____
(Your Company Name Here)

**GOLDEN NUGGET
151 BEACH BLVD
BILOXI, MS 39531**

SHOW NAME: 2017 MS Science Teachers

BOOTH NUMBER : _____

**DO NOT ATTEMPT DELIVERY PRIOR TO:
October 30, 2017**



RETURN SHIPPING FROM
 MS Science Teachers Assn
 October 30-31, 2017

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

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 PICK UP BY 2 PM, TUESDAY, OCTOBER 31, 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.

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