



P O Box 13387 – Jackson, MS 39236-3387
 Phone: 601-948-4228 / Fax: 601-948-3824

EXHIBITOR SERVICE KIT

Mistletoe Marketplace
 Mississippi Trademart – Jackson, MS
 October 30 – November 4, 2017

****ALL MERCHANTS CAN BEGIN MOVE IN AT 10:00 AM ON MONDAY, OCTOBER 30, 2017.**

However, for Merchants needing dock space to unload, designated dock times for Monday and Tuesday will be provided by the Junior League of Jackson.

Please contact Emily Hassell at mistletoemerchants@jljackson.org with any move in questions. **

<u>Merchant Move In:</u>	Monday	October 30, 2017	10:00 am – 9:00 pm**
	Tuesday	October 31, 2017	9:00 am – 9:00 pm**
	Wednesday	November 1, 2017	8:00 am – Noon (booth touch up only)

All Merchants are encouraged to complete move in on Monday or Tuesday.
 Merchants who choose to move in on Wednesday may do so **ONLY** between the hours of 9:00 AM and Noon.
 All booths must be completely set up by Noon on Wednesday and all Merchants will be required to leave the building at that time.

Convention Display Service, Inc., the Junior League of Jackson and the Mississippi Trade Mart will not supply carts, hand trucks, dollies, etc. for Merchant use during move in or move out.
Merchants will need to be prepared to unload/load their own vehicles using their own carts, hand trucks or dollies.
Or at Merchants expense, unloading/loading labor is available from Convention Display Service, Inc.
Labor assistance is limited and is available only during the hours specified on the labor request form.
LABOR REQUESTS MUST BE RECEIVED BY WEDNESDAY, OCTOBER 25, 2017! ON SITE LABOR REQUESTS CANNOT BE GUARANTEED.

<u>CDS Service Desk:</u>	Monday	October 30, 2017	10:00 AM – 8:00 PM
	Tuesday	October 31, 2017	9:00 AM – 8:00 PM
	Wednesday	November 1, 2017	8:00 AM – Noon
<u>Show Opens:</u>	Wednesday	November 1, 2017	6:00 PM – Preview Party
<u>Show Closes:</u>	Saturday	November 4, 2017	5:00 PM
<u>Show Dismantle:</u>	Saturday	November 4, 2017	5:00 PM

Show Specifications: Booths are 10' wide x 10' deep with 8' high red back and side drapes
 (Nothing may be pinned, taped or stapled to these drapes)

ELECTRICAL SERVICE AND BOOTH FURNISHINGS ARE NOT INCLUDED WITH BOOTH SPACES.

PLUGGING DIRECTLY INTO ELECTRICAL FLOOR BOXES, WALL OUTLETS, ETC. IS STRICTLY PROHIBITED.

If you need furnishings or electrical service they can be ordered by completing the appropriate order forms in the exhibitor packet from Convention Display Service.

Ordering by Wednesday, October 25, 2017 enables you to take advantage of discount pricing!

Please contact Brooke Fuller at brooke@cds1958.com or 601-948-4228 with any questions or for assistance.



P O Box 13387 – Jackson, MS 39236-3387
Phone: 601-948-4228 / Fax: 601-948-3824
www.conventiondisplayservice.com

Mistletoe Marketplace
October 30 – November 4, 2017
Mississippi Trademart – Jackson, MS

PLEASE BECOME FAMILIAR WITH THIS POLICY BEFORE ORDERING ANY SERVICES

Convention Display Service, Inc. is pleased to be the Trade Show Decorator / Service Contractor for this event.

Please contact Brooke Fuller at 601-948-4228 or brooke@cds1958.com if you have any questions or need assistance with your order.

No telephone orders can be accepted.

Please mail, fax (601-948-3824) or scan and email your order and payment to brooke@cds1958.com

Mailing address:

Convention Display Service, Inc.
P O Box 13387
Jackson, MS 39236-3387
Or
Convention Display Service, Inc.
908 Larson St.
Jackson, MS 39202

Payment for Services:

Convention Display Service, Inc. requires payment at the time services are ordered. Orders with payment in full must be received by Wednesday, October 25, 2017 to qualify for the discounted advance prices. Orders received without full payment will be returned to the exhibitor unprocessed.

Convention Display Service requires that all exhibitors using our services provide a valid credit card authorization form with their order, 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 is not exclusive to labor, material handling and/or other on-site services.

Method of Payment:

Convention Display Service, Inc. accepts checks, Visa, Master Card, and American Express as forms of payment. Please make sure all supplied credit card information is accurate.

A service charge of \$25.00 will be assessed to individuals or companies for returned checks or chargebacks.

Purchase Orders are also accepted but are not eligible for advance pricing. Please use floor pricing if submitting a purchase order.

Tax Exempt:

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. Mississippi Sales Tax in Jackson, MS is 8%.

Questions and Adjustments:

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 Service Desk or by calling our office at 601-948-4228. 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.



Convention Display Service

P O Box 13387 – Jackson, MS 39236-3387
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www.conventiondisplayservice.com

CREDIT CARD BILLING
AUTHORIZATION & PAYMENT
POLICY

THIS FORM MUST ACCOMPANY ALL ORDERS

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.

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.

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.

- CHECKS - Must be payable to CONVENTION DISPLAY SERVICE & drawn on US funds account
PURCHASE ORDERS – NOT CONSIDERED PAYMENT

ORDER RECAP

Total cost from each page

Show Special Packages

Standard Furnishings

Electrical Service

Carpet

Cleaning

Labor

Material Handling

Grand Total \$

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

Email address for receipt:

Pre-Order Deadline Date for advance price: October 25, 2017
Orders received after October 25th are processed at floor price

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 and Visa = last 3 digits printed on the back, either on or to the right of the signature panel
American Express = 4 digits printed (not embossed) on the front of the card towards the right

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

Merchant Company Name Booth #

Address

City State Zip

Authorized Contact Title

Phone () Fax ()

x Authorized Signature E-Mail address

Convention or Trade Show: Mistletoe Marketplace – Jackson, 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 OR EMAIL TO brooke@cds1958.com



Convention Display Service
 P O Box 13387 – Jackson, MS 39236-3387
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www.conventiondisplayservice.com
www.facebook.com/conventiondisplayservice

Mistletoe Marketplace Show Special Packages

This order form and payment **MUST** be returned to Convention Display Service, Inc. with payment in full including tax, no later than October 25, 2017 to take advantage of these package deals. This special rate will **NOT** be available after October 23rd.
ORDER NOW!

<p>_____ PACKAGE A: ONE 9' x 10' CARPET - GRAY ONE 9' x 10' CARPET PAD</p>	<p>\$82.00 Discount Price</p>	<p>\$103.00 Standard Price</p>
<p>_____ PACKAGE B: ONE 6' 30" SKIRTED TABLE ONE CHAIR ONE WASTEBASKET</p>	<p>\$84.00 Discount Price</p>	<p>\$105.00 Standard Price</p>
<p>_____ PACKAGE C: ONE 9' x 10' CARPET ONE 9' x 10' CARPET PAD ONE 6' 30" SKIRTED TABLE ONE CHAIR ONE WASTEBASKET</p>	<p>\$166.00 Discount Price</p>	<p>\$208.00 Standard Price</p>

\$ Subtotal \$ _____
Add 8% Tax \$ _____
TOTAL \$

Please type or print

Merchant Company Name _____ Contact Person: _____
 Address: _____
 City: _____ Zip _____
 Phone: (____) _____ Fax: (____) _____ E-mail _____
 Booth # _____ Show or Convention: **Mistletoe Marketplace – Jackson, 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 (CREDIT CARD ORDERS ONLY)
 Email to brooke@cds1958.com



P O Box 13387 – Jackson, MS 39236-3387
 Phone: 601-948-4228 / Fax: 601-948-3824

FURNITURE & ACCESSORIES

Show: MISTLETOE MARKETPLACE
 Discount Deadline: OCTOBER 25, 2017
 Phone Orders Are Not Accepted

Qty	Description	Advance Price	Floor Price
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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 th Side Skirting, Optional	\$ 20.00		___

Note *4' table 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 th Side Skirting, Optional	\$ 35.00		___

Note *4' comes skirted on 4 sides

TABLE SKIRTS WILL BE RED

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 (counter height)

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

___ 6' covered	\$ 39.00	\$ 51.00	___
___ 8' covered	\$ 46.00	\$ 61.00	___
___ 6' without cover	\$ 21.00	\$ 29.00	___
___ 8' without cover	\$ 26.00	\$ 35.00	___

Accessories

___ Aluminum Floor Easel	\$ 30.00	\$ 40.00	___
___ Wastebasket	\$ 15.00	\$ 20.00	___
___ Sign Hooks (bag of 25)		\$ 5.00	___
___ 8' Post & Base Unit		\$ 12.00	___
___ 3' Post & Base Unit		\$ 9.00	___
___ Extender Rod		\$ 6.00	___
___ 8' h drapes per linear ft.	\$ 5.00'	\$ 6.00'	___
___ 3' h drapes per linear ft.	\$ 3.00'	\$ 4.00'	___

Note: Drapes and Dividers will be red.

The following items are available
 by advance order only

___ Literature Stand	\$ 25.00
___ Bag Stand	\$ 25.00

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 of all items ordered on this sheet	\$ _____
Add 8 % tax	_____
Payment Enclosed	\$ _____

Return to CDS at P. O. Box 13387
 Jackson, MS 39236-3387
 or
 Street address 908 Larson Street
 Jackson, MS 39202
 Email to brooke@cds1958.com
 by fax to 601-948-3824

Merchant Company Name _____ Booth # _____

Authorized Contact _____ Title _____

Mailing Address: _____ City _____ State _____ Zip _____

Phone (____) _____ Fax (____) _____

X Authorized Signature _____ E-mail: _____



ELECTRICAL SERVICE

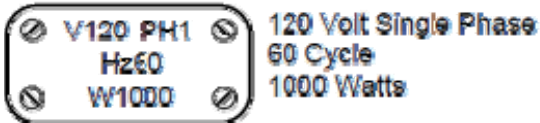
**Show: Mistletoe Marketplace
Discount Deadline: October 25, 2017**

Calculate electrical needed for lighting by adding the wattage of each bulb you will be using.

For all other equipment, read the ratings from the specifications label attached to each unit.

CDS electrical lines have single plugs.

Exhibitors are responsible for providing their own extension cords or power strips.



Qty	Description	Advance Price	Floor Price
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120/110 Volt Service

___	500 Watts (5 Amps)	\$ 95.00	\$120.00___
___	1000 Watts (10 Amps)	\$106.00	\$132.00___
___	1500 Watts (15 Amps)	\$118.00	\$148.00___
___	2000 Watts (20 Amps)	\$136.00	\$166.00___

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 (220) – 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 (220) – 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___

For 60 Amp 208 service call for availability and price

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.

Total cost of all items ordered on this sheet	\$ _____
Add 8 % tax	\$ _____
Total 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

Street Address or
908 Larson Street
Jackson, MS 39202

by e-mail to brooke@cds1958.com
by fax to 601-948-3824

Merchant Company Name _____ Booth # _____

Contact Name _____ Title _____

Mailing Address _____ City _____ State _____ Zip _____

Phone (____) _____ Fax (____) _____

X Authorized Signature _____ E-Mail: _____



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STANDARD BOOTH CARPET

Show: Mistletoe Marketplace
Order Deadline: October 25, 2017
Phone Orders Not Accepted

Use this form only if you are not ordering the Show Special for carpet.

Qty	Description	Advance Price	Floor Price
Standard Booth Carpet – 9' Wide			
___ 9' x 10'	Standard Carpet	\$ 63.00	\$ 83.00 ___
___ 9' X 20'	Standard Carpet	\$126.00	\$166.00 ___
___ 9' x 30'	Standard Carpet	\$189.00	\$249.00 ___
Over 30' in length (price per linear foot)			
___ 9' x ___'	Standard Carpet	\$ 6.30'	\$ 8.30' ___
Standard Padding			
___ 9' x 10'		\$ 40.00	\$ 53.00 ___
___ 9' x 20'		\$ 80.00	\$106.00 ___
___ 9' x 30'		\$120.00	\$159.00 ___
Over 30'in length (price per linear foot)			
___ 9 x ___'		\$ 4.00'	\$ 5.30' ___
Standard Carpet Color			
<input type="checkbox"/> Gray Mist			
No color substitutions			

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

Visqueen Plastic Covering

Plastic Covering Per Linear Ft \$ 1.35

_____ linear ft @ \$ 1.35 per ft = \$ _____

Total cost of all items ordered on this sheet	\$ _____
Add 8% tax	\$ _____
Payment Enclosed	\$ _____

Cancellation Policy: NO REFUND FOR ORDERS CANCELLED AFTER INSTALLATION. No credits or adjustments will be considered unless approved by CDS on site. No refunds will be issued on site.

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

Street Address 908 Larson Street
 Jackson, MS 39202

Fax 601-948-3824

Scan and e-mail brooke@cds1958.com

Exhibiting Firm Name _____ Booth # _____

Print Contact Name _____ Title _____

Phone (____) _____ Fax (____) _____

Email _____

x 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 (CREDIT CARD ORDERS ONLY)
 Email to brooke@cds1958.com

MISTLETOE MARKETPLACE LABOR POLICY

CDS is pleased to offer "porter service" for unloading and loading this year along with our standard install and dismantle labor during merchant move in/move out.

- Porter service fee is \$25.00 per man per half hour and consists of unloading vehicle during move in and loading vehicles during move out. Fee will be applied to all days used.
- I & D fee is \$65.00 per man per hour and consists of unloading vehicle during move in, assisting with setup or loading vehicle during move out. Fee will be applied to all days used.
- All labor must be ordered by Wednesday, October 25, 2017.
- On site labor requests cannot be guaranteed and priority will be given to advance orders.
- A credit card is required for all labor orders.
Labor will not be performed without a valid credit card on file.
- Labor assistance is limited and is available during the hours listed on the labor order form. CDS reserves the right to refuse the order based on availability.
- All labor on Monday and Tuesday, October 30 - 31 must be completed by 8:00 p.m. and by 9:00 p.m. on Saturday, November 4
- **Merchants must check in at the CDS service desk to pick up requested laborers at the service desk. They will not be dispatched to your booth.**
- Upon completion of requested time, merchants will need to return to the service desk with the laborers to sign the labor ticket approving the times. If labor ticket is not signed by merchant, the times listed by CDS Service Desk Manager will prevail.
- If Merchant fails to pick up the laborers at the start time requested, a one hour "No-Show" charge per laborer will apply.
- Labor cancellations must be received prior to Friday, October 27, 2017. Failure to notify CDS of a cancellation will result in a one hour minimum charge per laborer requested.

Please contact Brooke Fuller at brooke@cds1958 or 601-948-4228 if you have any questions.



P O Box 13387 – Jackson, MS 39236-3387
 Phone: 601-948-4228 / Fax: 601-948-3824

**LABOR
 ORDER DUE BY
 OCTOBER 25, 2017**

INSTALLATION: Unloading vehicle only \$25.00 per man per half hour (Oct. 30-31)
 Unloading vehicle/assist with set up \$65.00 per man per hour (1 hour min., Oct. 30-31)

DISMANTLE: Loading vehicle only \$25.00 per man per half hour (Nov. 4)
 Loading vehicle/assist with set up \$65.00 per man per hour (1 hour min., Nov. 4)

LABOR IS AVAILABLE ONLY DURING THE FOLLOWING HOURS:

Monday Oct. 30, 2017 9:00 AM – 8:00 PM (must be completed by 8:00 pm)
Tuesday Oct. 31, 2017 9:00 AM – 8:00 PM (must be completed by 8:00 pm)
Saturday Nov. 4, 2017 5:30 PM – 9:00 PM (must be completed by 9:00 pm)

CDS WILL NOT BE AVAILABLE FOR LABOR OTHER THAN DURING THE PUBLISHED TIMES ABOVE
Merchants will need to make their own arrangements for any labor needed before or after published times

Please indicate type of labor, date, time, number of workers and hours per workers needed

INSTALLATION Monday/Tuesday only	# OF MEN REQUESTED	DAY & DATE OF MOVE IN	START TIME	APPRX. HRS	AMOUNT DUE
<input type="checkbox"/> UNLOAD VEHICLE					
<input type="checkbox"/> UNLOAD VEHICLE & ASSIST WITH SET UP					

DISMANTLE Saturday	# OF MEN REQUESTED	DAY & DATE OF MOVE OUT	START TIME	APPRX. HRS	AMOUNT DUE
<input type="checkbox"/> LOAD VEHICLE		SATURDAY 11/04			
<input type="checkbox"/> ASSIST WITH TAKE DOWN & LOAD VEHICLE		SATURDAY 11/04			

Merchants must check in at the service desk to pick up workers. They will not be dispatched to booth.

Merchants must return to service desk upon completion of labor to approve the labor times. If Merchant fails to return to sign off, the times listed by CDS Service Desk Manager will prevail.

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 submit the separate credit card authorization form with labor form.

RETURN FORMS TO:

CONVENTION DISPLAY SERVICE
 P. O. Box 13387
 JACKSON, MS 39236-3387
 OR
 908 LARSON STREET
 JACKSON, MS 39202
 EMAIL TO: brooke@cds1958.com

Exhibiting Firm Name: _____

Address: _____

City: _____ State _____ Zip _____

Phone: (____) _____ Fax: (____) _____ E-mail _____

Booth No. _____ Convention or Tradeshow: MISTLETOE MARKETPLACE – JACKSON, MS

Signature _____



**Mistletoe Marketplace
Mississippi Trademart – Jackson, MS
October 30 – November 4, 2017**

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

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



**Mistletoe Marketplace
Mississippi Trademart – Jackson, MS
October 30 – November 4, 2017**

EXHIBIT MOVE OUT NOTICE FOR OUTBOUND SHIPPING

PRIOR TO CLOSE OF SHOW:

- Stop by the CDS Service Desk to pick up your Bill of Lading for outbound shipping with FedEx Express or ABF. Note: Outbound Material Handling Charges will apply if CDS did not handle your inbound shipment

CDS Personnel will be on site during exhibitor move in and during move out.
- Any and all shipments, regardless of carrier, **MUST** have a completed Bill of Lading. Generic Bills of Ladings are available at the CDS Service Desk.

MOVE OUT:

Outbound shipping is not an automatic process. Please read.

Remove all old shipping and “empty” labels. If you are unable to remove the inbound label, mark through the address with a marker or pen. Be certain each box is labeled with the NEW DESTINATION ADDRESS. If not provided by your Representative, blank shipping labels are available at the CDS Service Desk.

- It is your responsibility to pack up your shipment and complete the shipping labels and Bill of Lading.
- When you have finished packing, leave shipments in your booth space.
- If you have multiple boxes/cases to be shipped, group the portions together so a stray piece will not be overlooked.
- Return the completed Bill of Lading to the CDS Service Desk when you are packed & ready to ship. Do not leave outbound Bills of Lading in your booth.
- Exhibitors who wish to ship outbound materials via any carrier other than the official show carriers **MUST** call them to arrange on-site pick up. Be advised that most carriers do not pick up after regular business hours (i.e. Weekends or after 5 p.m. on weekdays and most will not come the day they are called. Plan ahead!)
- Any shipments left on the show floor, **REGARDLESS OF CARRIER**, must have a completed Bill of Lading that is turned in to CDS.
- Should an outside carrier fail to arrive to pick up shipments by the designated time listed on the return shipping form in the exhibitor kit, CDS reserves the right to re-route the shipment via one of our official show carriers, at the exhibitor’s expense. The Venue must be clear when CDS leaves the building. **NO** shipments will be left on the show floor.
- Shipments without paperwork turned in will be returned to the CDS Warehouse or forced onto another carrier at Exhibitor’s expense.



SHIPPING & MATERIAL HANDLING INFORMATION

Mistletoe Marketplace
Mississippi Trademart – Jackson, MS
October 30 – November 4, 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.

ADVANCE RECEIVING

Exhibiting Company Name
Mistletoe Marketplace
Booth #
c/o CDS
908 Larson Street
Jackson, MS 39202

SHIPMENTS MUST ARRIVE AT THE ADVANCE RECEIVING ADDRESS BY WEDNESDAY, OCTOBER 25, 2017 TO INSURE PROPER HANDLING. IF YOU CANNOT MEET THIS SHIPPING SCHEDULE PLEASE CONTACT CDS FOR INSTRUCTIONS. There is a drayage charge for this service. 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 Company Name
Mistletoe Marketplace
Booth #
c/o Mississippi Trademart Building
1200 East Mississippi Street
Jackson, MS 39202

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.

During merchant move in/booth set up:

If merchants are not on site to receive and sign for delivery or not located by freight delivery drivers, shipments will be signed for by CDS personnel and merchants will be charged a drayage fee from CDS accordingly. A credit card will need to be supplied to CDS for payment before freight is placed in booth.

During show:

Any packages delivered during the show should be delivered to the Information Booth located in the Foyer of the Trademart. Merchants will be contacted to sign for and receive their packages.

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

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

ADVANCE WAREHOUSE SHIPPING LABEL

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

Schedule your shipments to arrive at this location between Tuesday, September 26 and Wednesday, October 25

TO: _____
(Your Company Name)

Mistletoe Marketplace
c/o CDS
908 Larson Street
Jackson, MS 39202

BOOTH NUMBER : _____

PIECE _____ OF _____

(Please number each piece)

ADVANCE WAREHOUSE SHIPPING LABEL

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(Your Company Name)

Mistletoe Marketplace
c/o CDS
908 Larson Street
Jackson, MS 39202

BOOTH NUMBER : _____

PIECE _____ OF _____

(Please number each piece)

DIRECT TO SHOW SITE SHIPPING LABEL

Schedule your shipments to arrive at this location on or after
Monday, October 30, 2017

Any shipments accepted and signed for by CDS employees
will incur material handling charges

TO: _____
(Your Company Name)

Mistletoe Marketplace
c/o Mississippi Trademart Building
Fairground Complex
1200 East Mississippi Street
Jackson, MS 39202

BOOTH NUMBER : _____

PIECE _____ OF _____

(Please number each piece)

**DO NOT ATTEMPT TO DELIVER PRIOR TO
MONDAY, OCTOBER 30, 2017**

DIRECT TO SHOW SITE SHIPPING LABEL

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Any shipments accepted and signed for by CDS employees
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(Your Company Name)

Mistletoe Marketplace
c/o Mississippi Trademart Building
Fairground Complex
1200 East Mississippi Street
Jackson, MS 39202

BOOTH NUMBER : _____

PIECE _____ OF _____

(Please number each piece)

**DO NOT ATTEMPT TO DELIVER PRIOR TO
MONDAY, OCTOBER 30, 2017**



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

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

RATES

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

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

Multiply \$50.00 by the CWT for drayage cost
 For example, a 300 lb. shipment would be \$50.00 x 3 = \$150.00

SMALL PACKAGE: Maximum weight per shipment, per delivery is 50 lbs. Cases of any weight or type are not considered small packages

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

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.

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.

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** = \$ ____

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

A CREDIT CARD MUST BE PLACED ON FILE IF MATERIAL HANDLING SERVICES ARE REQUESTED – PLEASE SUBMIT THE SEPARATE CREDIT CARD AUTHORIZATION FORM WITH YOUR MATERIAL HANDLING AND RETURN SHIPPING FORMS.

Exhibiting Firm Name: _____
 Print Contact Name: _____
 Mailing Address: _____ City _____ State _____ Zip _____
 Phone (____) _____ Fax: _____ E-Mail _____
 Convention or Show **MISTLETOE MARKETPLACE – JACKSON, 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 (CREDIT CARD ORDERS ONLY)
 Email to: brooke@cds1958.com



RETURN SHIPPING FORM
 Mistletoe Marketplace
 Mississippi Trademart

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. A limited number of Bills of Lading, FedEx Air Bills and labels are available at the CDS service desk.

Convention Display Service has designated ABF Freight and FedEx Air as the official show carriers. If you choose to use one of these carriers, CDS will arrange for the pick-up of your goods from either show site or the CDS warehouse. Bills of Lading and Air Bills may be obtained from the CDS Service Desk for these methods. Freight charges will be billed through ABF Freight and FedEx Air. (Note: Drayage/Material Handling fees will be billed through Convention Display Service.)

- ABF FREIGHT SYSTEM ABF Account # _____
- FEDEX AIR FedEx Acct. # _____
- OTHER (please name) _____

You may choose ANY carrier you wish as long as they pick up your shipment by the designated freight deadline time indicated below. If exhibitors select a carrier other than one of the official show carriers, it is the responsibility of the exhibitor to contact the carrier of their choice. Because Convention Display Service's access to the show floor is limited after the close of the show, if the freight carrier you have selected has not arrived by the close of the freight deadline, CDS MUST force the freight off the show floor FOR THE SECURITY OF YOUR MATERIALS.

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 the Convention Display Service Freight Desk.

ALL CARRIERS MUST BE ON SITE FOR PICK UP BY NOON ON MONDAY, NOVEMBER 6, 2017

**CONVENTION DISPLAY SERVICE DOES NOT CONTACT ANY TRUCKING or FREIGHT COMPANY OTHER THAN THE SHOW CARRIERS!
 CONVENTION DISPLAY SERVICE, INC. DOES NOT PREPAY OUTBOUND CARRIER CHARGES**

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

Exhibiting Firm Name _____ Booth # _____
 Contact Name _____ Phone () _____
 Fax () _____ E-mail: _____
 Authorized Signature _____

**Mistletoe Marketplace
Mississippi Trademart – Jackson, MS
October 30 – November 4, 2017**

Additional Vendor Services

THE FOLLOWING SERVICE PROVIDERS ARE INCLUDED FOR CONVENIENCE. HOWEVER, WITH THE EXCEPTION OF TELEPHONE SERVICE, ARRANGEMENTS MAY BE MADE WITH THE PROVIDER OF YOUR CHOICE. ARRANGEMENTS FOR THE FOLLOWING SERVICES MUST BE MADE DIRECTLY BETWEEN THE EXHIBITING FIRM AND THE SUPPLIER

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

FLORAL

GREEN OAK FLORIST
601-956-5022

**TEMPORARY TELEPHONE
& SECURED INTERNET SERVICE**

AT&T
CONTACT PAULA LINEBARGER
FAX 866-388-6232
EMAIL pl4406@att.com

SERVICE SITE IS
MISSISSIPPI TRADEMART
1200 E. MISSISSIPPI STREET
JACKSON, MS 39202

AUDIO VISUAL

BOWIE AUDIO VISUAL
601-957-6566

TECH-PLUS A/V SERVICES
601-961-9700



TO: 2017 Mistletoe Marketplace Merchants

While you are concentrating on your selection of merchandise for Mistletoe Marketplace 2017, AT&T is focused on how we can best serve your needs. Please follow the instructions below to place an order for service in your booth.

Note to users of wireless credit card machines: Please make certain your equipment functions properly from within the Mississippi Trade Mart Building. Some vendors have experienced transmission problems at past events, resulting in last minute requests for service. While we will make every effort to complete last minute requests, AT&T cannot guarantee that orders placed the week of the event will be completed before the Preview Gala on Wednesday evening.

Place orders for telephone and/or Uverse internet service at Mistletoe Marketplace 2017 by sending this form to Ray Priest using the contact information below:

Fax: 205.402.7545

OR

Email: rp6290@att.com

If you have already placed your order with AT&T, please contact Ray so he can track all the orders for this event.

Customer Order Information:

Merchant Contact Name: _____

Contact Phone: _____ Email: _____

Booth Number _____

Business Name: _____

Business Address: _____

Credit Information:

Owner's Name: _____

Residential Telephone Number: _____

Owner's Social Security Number: _____ Or Tax ID # _____

Cost:

Telephone line: _____ \$30.00, plus mandated charges, taxes, and \$75.00 connection charge
Do you want long distance access on the telephone line? Circle YES or NO

UVerse (18mg): _____ \$115.00, plus surcharges, taxes, fees, and \$75.00 connection charge
There will be a \$99 charge for UVerse modem, if needed

MERCHANTS NEED TO PLACE ORDERS FOR SERVICE BY FRIDAY, OCTOBER 20, 2017

**Service Dates: All Mistletoe installations will be scheduled Thursday, October 26, 2017
All Mistletoe disconnects will occur Monday, November 6, 2017**