



2018 GULF COAST FOOD AND FUEL EXPO
MS Coast Coliseum & Convention Center - Biloxi, MS
March 15, 2018

Convention Display Service, Inc. is pleased to be the official Exposition Service Contractor for the 2018 Gulf Coast Food and Fuel Expo. This packet contains information you will need to order furnishings and services for this event. We look forward to assisting with your needs.

Show Information

Booth Size: 10' wide x 10' deep or increments thereof
Back Drape: 8 ft tall drapes
Side Drape: 3 ft tall drapes
Booth Furnishings: 8' tall blue/white/blue back drapes
 3' tall blue side drapes
 one 7" x 44" one line ID Sign
 one 6' table with white top and blue skirt
 two chairs

Island Booths: Considered bulk space – no booth furnishings
Booth Carpet: The exhibit hall is not carpeted
Aisle Carpet: Gray

Dates to remember

Monday, February 12, 2018 Advance shipments may begin arriving at the warehouse
Advance warehouse receiving hours: Monday – Friday, 8 AM to 4 PM

Thursday, March 1, 2018 Order Discount Deadline – payment must accompany order

Wednesday, March 7, 2018 Deadline for advance shipments to arrive at the warehouse

Tuesday, March 13, 2018 First day shipments can arrive direct to site

Wednesday, March 14, 2018 General exhibitor move in - 8 AM – 5 PM

Thursday, March 15, 2018 Booth touch ups only – 8 AM – 9:30 AM

Thursday, March 15, 2018 Expo hours – 9 AM - 3 PM

Thursday, March 15, 2018 Dismantle – 3 PM

Carrier load out will not begin until after crates/boxes from storage have been returned to vendor booths
Dock area reserved for carrier load out only – NO PARKING

Neither Gulf Coast Food and Fuel Expo, Convention Display Service, Inc., nor the Mississippi Coast Coliseum & Convention Center will be responsible for materials left unattended on the show floor.

How to contact us:	CDS P O Box 13387 Jackson, MS 39236-3387	CDS 908 Larson St. Jackson, MS 39202	Phone: 601-948-4228 Fax: 601-948-3824 terri@cds1958.com
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TIPS & GENERAL INFORMATION
2018 Gulf Coast Food and Fuel Expo
March 15, 2018

Ordering

- Phone orders are not accepted
- Orders **must** be accompanied by payment. Orders received without payment or purchase order will not be processed
- A credit card must be placed on file with all orders, regardless of method of payment.
- Please note order deadlines on each form
- Please include all requested information on each order form
- Please make sure your credit card information is accurate
- Orders faxed or e-mailed after normal working hours or on the weekend will be processed the next business day
- If work is contracted to a third party display or exhibit house and they require CDS services, the same payment policy applies to them as to the exhibiting firm. If the third party fails to make payment, CDS considers the exhibiting firm to be responsible for all charges.
- All materials placed are on a rental basis and shall remain the property of Convention Display Service, Inc. Vendors will be held financially responsible for damage to CDS equipment while being used by vendor
- No refunds on items cancelled after placement. No credits or adjustments will be considered unless approved by CDS **on site**

If you are claiming MISSISSIPPI Sales Tax Exemption, a copy of the Certificate of Exemption issued by the MISSISSIPPI State Tax Commission must accompany each order and payment must be made by company check or company credit card.

Move In

- Make sure you communicate all target shipping dates with your freight carrier.
- After emptying your crates/boxes, please place empty stickers on them and notify the CDS service desk that they are ready to be moved to storage.

Move Out

- Empty containers cannot be removed from storage and delivered to booths prior to show close
- CDS will begin carrier load Thursday March 15, 2018 after all empties have been removed from storage.
- Exhibiting firms are responsible for making certain that shipments are re-packed, labeled and that properly executed shipping documents are tendered to CDS before departing the show floor.
- Exhibiting firms not using the preferred motor freight carrier, ABF Freight Systems or FedEx Air are responsible for scheduling carrier pickups.
- If a carrier fails to arrive within the allotted time, CDS reserves the right to clear the floor and re-route shipments via ABF Freight Systems. CDS assumes no liability for such removal or re-routing.



PAYMENT POLICY & CREDIT CARD BILLING AUTHORIZATION
2018 Gulf Coast Food and Fuel Expo
Order Deadline: March 1, 2018

<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> <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> <p>ANY DISCREPANCY, COMPLAINT OR QUESTION CONCERNING YOUR ORDER MUST BE REPORTED TO THE CDS SHOW DESK BEFORE THE SHOW OPENS. <u>ABSOLUTELY NO CREDITS OR ADJUSTMENTS WILL BE CONSIDERED BASED ON SUCH INFORMATION REPORTED AFTER THE SHOW HAS CLOSED.</u> NO REFUNDS ON EQUIPMENT CANCELLED AFTER INSTALLATION.</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 	<p>ORDER RECAP Total from each page</p> <hr/> <p>Standard Furnishings & Accessories</p> <hr/> <p>Electrical Service</p> <hr/> <p>Standard Carpet</p> <hr/> <p>Cleaning</p> <hr/> <p>I & D Labor</p> <hr/> <p>Material Handling</p> <hr/> <p>Custom or Deluxe Booth Signs</p> <hr/> <p style="text-align: right;">Grand Total \$ _____</p> <p style="text-align: center;">Convention Display Service, Inc. Federal ID #64-0656926 CDS is exempt from backup withholding tax</p>
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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 CONFIDENTIAL

Account # _____ Verification Code _____
_____ 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 _____ Booth # _____

Address _____

City _____ State _____ Zip _____

Authorized Contact _____ Title _____

Phone (____) _____ Fax (____) _____

x Authorized Signature _____ E-Mail: _____

Return to: CONVENTION DISPLAY SERVICE, INC., P. O. Box 13387, JACKSON, MS 39236-3387
908 LARSON STREET, JACKSON, MS 39202 / BY FAX : 601-948-3824 OR e-mail to terri@cds1958.com



THIRD PARTY BILLING REQUEST

2018 Gulf Coast Food and Fuel Expo

Order Deadline: March 1, 2018

You may appoint a third party to handle your display and be billed for services. Both the exhibiting firm and the third party must complete and return this form by the deadline date. CDS terms and conditions as stated on the payment policy form apply to both the exhibiting firm and the named third party. It is understood and agreed that the exhibiting firm is ultimately responsible for payment of charges. If your named third party fails to make payment, all charges will revert to the exhibiting firm.

EXHIBITING FIRM	THIRD PARTY
EXHIBITING FIRM NAME _____	THIRD PARTY _____
CONTACT NAME _____	CONTACT NAME _____
STREET ADDRESS _____	STREET ADDRESS _____
CITY _____ STATE _____ ZIP _____	CITY _____ STATE _____ ZIP _____
PHONE _____ E-MAIL _____	PHONE _____ E-MAIL _____
THE ITEMS CHECKED BELOW ARE TO BE INVOICED TO THE EXHIBITING FIRM	THE ITEMS CHECKED BELOW ARE TO BE INVOICED TO THE EXHIBITING FIRM
<input type="checkbox"/> FURNITURE & ACCESSORIES <input type="checkbox"/> I & D LABOR <input type="checkbox"/> CUSTOM FURNITURE <input type="checkbox"/> CUSTOM SIGNS <input type="checkbox"/> ELECTRICAL SERVICE <input type="checkbox"/> PLANT RENTAL <input type="checkbox"/> CARPET <input type="checkbox"/> BOOTH CLEANING <input type="checkbox"/> MATERIAL HANDLING	<input type="checkbox"/> FURNITURE & ACCESSORIES <input type="checkbox"/> I & D LABOR <input type="checkbox"/> CUSTOM FURNITURE <input type="checkbox"/> CUSTOM SIGNS <input type="checkbox"/> ELECTRICAL SERVICE <input type="checkbox"/> PLANT RENTAL <input type="checkbox"/> CARPET <input type="checkbox"/> BOOTH CLEANING <input type="checkbox"/> MATERIAL HANDLING
<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMERICAN EXPRESS ACCT NUMBER _____ EXP ___/___ Billing Zip Code _____ V-CODE _____	<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMERICAN EXPRESS ACCT NUMBER _____ EXP ___/___ Billing Zip Code _____ V-CODE _____
PRINT CARDHOLDER NAME _____	PRINT CARDHOLDER NAME _____
CARDHOLDER SIGNATURE _____	CARDHOLDER SIGNATURE _____
CARDHOLDER BILLING ADDRESS _____	CARDHOLDER BILLING ADDRESS _____
CITY _____ STATE _____ ZIP _____	CITY _____ STATE _____ ZIP _____

Return by mail to: CONVENTION DISPLAY SERVICE, INC., P. O. Box 13387, JACKSON, MS 39236-3387 OR
 908 LARSON STREET, JACKSON, MS 39202 / BY FAX : 601-948-3824 OR E-MAIL TO terri@cds1958.com



EXHIBITOR APPOINTED CONTRACTOR

2018 Gulf Coast Food and Fuel Expo

This form must be completed by an authorized representative of the exhibiting firm.

Exhibitor Appointed Contractor _____	
Contact _____	
Street Address _____	
City, State, Zip _____	
Phone _____	Fax _____
e-mail _____	

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

Exhibiting Firm Name _____ Booth # _____

Address _____

City _____ State _____ Zip _____

Authorized Contact _____ Title _____

Phone (____) _____ Fax (____) _____

x Authorized Signature _____ E-Mail: _____

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 908 LARSON STREET, JACKSON, MS 39202 / BY FAX : 601-948-3824
 BY E-MAIL TO terri@cds1958.com**



FURNITURE & ACCESSORIES
Show: Gulf Coast Food & Fuel Expo 2018
Discount Deadline: March 1, 2018
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
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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: 24" diameter x adjustable height

___ 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: 2018 Gulf Coast Food and Fuel Expo
Order Deadline: March 1, 2018**

ALL SERVICE IS 24 HOUR

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

Labor For Electrical Work On Equipment Including Repairs & Tracing Malfunctions:

\$40.00 per hour, straight time
\$60.00 per hour, overtime

Labor is considered overtime on Saturday, Sundays and Holidays; before 8 AM or after 4:30 PM, Monday – Friday.

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
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120 Volt Service

___ 500 Watts (5 Amps)	\$118.00	\$136.00
___ 1000 Watts (10 Amps)	\$129.00	\$154.00
___ 1500 Watts (15 Amps)	\$139.00	\$170.00
___ 2000 Watts (20 Amps)	\$165.00	\$206.00

208 Volt – Single Phase Service

___ 20 Amps	\$180.00	\$216.00
___ 30 Amps	\$211.00	\$258.00
___ 40 Amps	\$268.00	\$345.00
___ 50 Amps	\$309.00	\$386.00
___ 60 Amps	\$396.00	\$515.00

208 Volt – Three Phase Service

___ 20 Amps	\$247.00	\$314.00
___ 30 Amps	\$309.00	\$397.00
___ 40 Amps	\$393.00	\$515.00
___ 50 Amps	\$484.00	\$603.00
___ 60 Amps	\$633.00	\$762.00

<i>Total all items ordered on this sheet</i>	_____
<i>Add 7% 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

Exhibitors ordering 208V connections must notify the CDS Service Desk when the equipment is set and ready for hookup.

Cancellation Policy: NO REFUNDS ON ITEMS 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
e-mail terri@cds1958.com

Exhibiting Firm Name _____ Booth # _____
Print Contact Name _____ Title _____
Mailing Address _____ City _____ State _____ Zip _____
Phone (____) _____ Fax (____) _____
x Authorized Signature _____ E-Mail: _____

Return to: CONVENTION DISPLAY SERVICE, INC., P. O. BOX 13387, JACKSON, MS 39236-3387 OR 908 LARSON STREET, JACKSON, MS 39202 / BY FAX : 601-948-3824 OR E-MAIL TO terri@cds1958.com



STANDARD BOOTH CARPET

**Show: 2018 Gulf Coast Food and Fuel Expo
Order Deadline: March 1, 2018**

Qty	Description	Advance Price	Floor Price
Standard Booth Carpet – 9’ Wide			
___	9’ x 10’ Standard Carpet	\$ 88.00	\$118.00
___	9’ X 20’ Standard Carpet	\$170.00	\$232.00
___	9’ x 30’ Standard Carpet	\$252.00	\$345.00
Over 30’ in length(price per linear foot)			
___	9’ x ___’ Standard Carpet	\$ 9.00’	\$12.00’
Standard Padding			
___	9’ x 10’	\$ 46.00	\$ 62.00
___	9’ x 20’	\$ 82.00	\$123.00
___	9’ x 30’	\$129.00	\$175.00
Over 30’in length (price per linear foot)			
___	9 x ___’	\$ 5.15	\$ 7.00
Standard Booth Carpet Color will be Gray			

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 Square Ft \$.35

___’ Width x ___’ Length = ___ sq ft

___ sq. ft @ \$.35 per sq ft = \$ ___

<i>Total all items ordered on this sheet</i>	_____
<i>Add 7% tax</i>	_____
<i>Payment Enclosed</i>	_____

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

Street Address 908 Larson Street
Jackson, MS 39202

Fax 601-948-3824

e-mail terri@cds1958.com

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.

Exhibiting Firm Name _____ Booth # _____

Print Contact Name _____ Title _____

Phone (____) _____ Fax (____) _____

x Authorized Signature _____

**Return to: CONVENTION DISPLAY SERVICE, INC., P. O. BOX 13387, JACKSON, MS 39236-3387 OR
908 LARSON STREET, JACKSON, MS 39202 / BY FAX : 601-948-3824 OR E-MAIL TO terri@cds1958.com**



I & D LABOR
Show: 2018 Gulf Coast
Food and Fuel Expo

Order Deadline
March 1, 2018

LABOR RATES: \$53.00 per hour per man - straight time
\$79.50 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, all day on Saturday, Sunday and Holidays is considered overtime.

WE WILL REQUIRE LABOR 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 should be provided	<input type="checkbox"/> EXHIBITOR SUPERVISION DO NOT PROCEED. Exhibitor's representative will call at Service Desk for labor at _____AM/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 ON FILE IN ORDER FOR SERVICES TO BE RENDERED. All orders are governed by the CDS payment policy as stated in the exhibitor service kit

Please type or print

Exhibiting Firm Name: _____ Booth _____

Mailing Address: _____ City _____ State _____ Zip _____

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

X Authorized Signature _____

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



2018 GULF COAST FOOD AND FUEL EXPO

**CONVENTION DISPLAY SERVICE, INC.
CAN PRODUCE PROFESSIONAL**



FOR ADDITIONAL INFORMATION

**Contact CHRIS MILLS by phone at
601-948-4228
or e-mail
signs@cds1958.com**



WATER

Gulf Coast Food & Fuel Expo

ORDER DUE BY MARCH 1, 2018

<input type="checkbox"/> Service charge for 1st Connection	\$ 60.00	\$ _____
<input type="checkbox"/> Each additional connection	\$ 50.00	\$ _____
	TOTAL	\$ _____

Service outlet 3/4". Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, exhibitor should arrange to have a pressure regulator valve installed.

NOTE: Hook-up material not supplied with price. Customer may supply own hook-up material or contact Convention Display Service to arrange needs on a cost plus basis

Labor for tracing malfunctions, repair, etc., will be done on a time plus material basis as per the following rates: \$49.50 per hour straight time. Before 8:00 AM and after 4:30 PM, Saturdays, Sundays, or Holidays will be charged at the rate of \$88.00 per hour. One hour minimum.

CREDIT CARD <input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMERICAN EXPRESS
ACCT NUMBER _____ EXP ____ / ____
PRINT CARD HOLDER NAME _____
CARD HOLDER SIGNATURE _____

Please type or print	
Exhibiting Firm _____	ATTN: _____
Address: _____	
City: _____	State _____ Zip _____
Phone: (____) _____	Fax: (____) _____
Signature: _____	
Booth No. _____	Convention or Show: Gulf Coast Food & Fuel Expo

Return to: Convention Display Service, Inc. P. O. Box 13387, Jackson, MS 39234-3387 or
908 Larson Street, Jackson, MS 39202 / Fax: 601-948-3824 or email to terri@cds1958.com



2018 GULF COAST
FOOD AND FUEL EXPO
BILOXI, MISSISSIPPI
MARCH 15, 2018

SHIPPING AND MATERIAL HANDLING INFORMATION FOR DISPLAY MATERIALS

**DISPLAY MATERIALS WILL BE ACCEPTED AT THE ADVANCE WAREHOUSE LOCATION
BETWEEN FEBRUARY 12 AND MARCH 7, 2018**

- **IT IS RECOMMENDED THAT SHIPMENTS ARRIVE PRIOR TO WEDNESDAY, MARCH 7, 2018 TO AVOID POSSIBLE PROCESSING DELAYS.**

CDS will make every effort to see that all shipments are delivered to show site in a timely manner, however, CDS will not be responsible for delays resulting from shipments arriving at the advance receiving location after WEDNESDAY, MARCH 7, 2018.

**SHIPMENTS ACCEPTED AT THE SHOW SITE BEGINNING AT 8 AM ON
TUESDAY, MARCH 13, 2018**

Inbound LTL, Van Line, or specialty carriers must have a Bill of Lading or other documentation showing the exhibiting firm name & booth number, piece count, and weight certification.

**If you have any questions contact Terri French with CDS at 601-948-4228 OR
terri@cds1958.com**

2018 GULF COAST FOOD AND FUEL EXPO



ABF
Take Control.®

Trade Show

On-Site. On-Time. Damage Free.

Call Now 877-333-1968 U.S. 800-668-7888 Canada

ABF FREIGHT SYSTEM
IS THE PREFERRED MOTOR FREIGHT CARRIER FOR
THE 2018 GULF COAST FOOD AND FUEL EXPO
MARCH **15, 2018**

Please feel free to contact ABF at 800.654.7019 or
email jseabolt@arcb.com for rates and quotes



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 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

- \$55.00 CWT Straight Time (single shipment over 200 lbs)
- \$77.00 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: In order to qualify for small package rates the total maximum weight per delivery received is 50 lbs. Cartons, envelopes, or other containers received without documentation via specialized carriers (such as 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 @ \$12.50**

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		= \$ _____
Minimum Charge (single shipment of 50 lbs to 200 lbs)	@ \$100.00 each	= \$ _____
Small Package 1st container \$30.00	Add'l containers _____ @ \$12.50 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 ON FILE IS REQUIRED 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 _____
 Booth No. _____ Convention or Show **2018 GULF COAST FOOD AND FUEL EXPO**
 Signature _____

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



SHIPPING & MATERIAL HANDLING INFORMATION

2018 Gulf Coast Food and Fuel Expo
SHOW DATE: March 15, 2018

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 Firm Name
Gulf Coast Food Fuel booth #
c/o CDS @ ABF Freight System
12297 Shriners Blvd.
Biloxi, MS 39532

SHIPMENTS WILL BE ACCEPTED AT THE ADVANCE RECEIVING ADDRESS BEGINNING FEBRUARY 7, 2018. SHIPMENTS SHOULD ARRIVE ON OR BEFORE WEDNESDAY, MARCH 7, 2018 TO INSURE PROPER HANDLING. *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
Gulf Coast Food Fuel booth #
c/o CDS
MS Coast Convention Center
2350 Beach Blvd
Biloxi, MS 39531

SHIPMENTS WILL NOT BE ACCEPTED ON-SITE UNTIL TUESDAY, MARCH 13, 2018. *CDS will not be responsible for refused or delayed shipments resulting from attempted deliveries to show site prior to this date. Material handling charges apply to all shipments signed for by CDS. Shipments signed for by facility personnel may be turned over to CDS for 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 (such as UPS, FedEx, etc) will be delivered to the booth without guarantee of piece count or condition. No liability will be assumed by CDS for such shipments.
- IT IS THE EXHIBITOR'S RESPONSIBILITY TO 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
DO NOT DELAY**

ADVANCE RECEIVING

TO: _____
(Your Company Name Here)

CONVENTION DISPLAY SERVICE INC
ABF FREIGHT SYSTEM
12297 SHRINERS BLVD
BILOXI, MS 39532

SHOW NAME: GULF COAST FOOD & FUEL

BOOTH NUMBER : _____

**EXHIBIT MATERIAL
DO NOT DELAY**

ADVANCE RECEIVING

TO: _____
(Your Company Name Here)

CONVENTION DISPLAY SERVICE INC
ABF FREIGHT SYSTEM
12297 SHRINERS BLVD
BILOXI, MS 39532

SHOW NAME: GULF COAST FOOD & FUEL

BOOTH NUMBER : _____

**EXHIBIT MATERIAL
DO NOT DELAY**

ADVANCE RECEIVING

TO: _____
(Your Company Name Here)

CONVENTION DISPLAY SERVICE INC
ABF FREIGHT SYSTEM
12297 SHRINERS BLVD
BILOXI, MS 39532

SHOW NAME: GULF COAST FOOD & FUEL

BOOTH NUMBER : _____

**EXHIBIT MATERIAL
DO NOT DELAY**

ADVANCE RECEIVING

TO: _____
(Your Company Name Here)

CONVENTION DISPLAY SERVICE INC
ABF FREIGHT SYSTEM
12297 SHRINERS BLVD
BILOXI, MS 39532

SHOW NAME: GULF COAST FOOD & FUEL

BOOTH NUMBER : _____

**EXHIBIT MATERIAL
DO NOT DELAY**

DIRECT TO SHOW SITE

**EXHIBIT MATERIAL
DO NOT DELAY**

DIRECT TO SHOW SITE

TO: _____
(Your Company Name Here)

CONVENTION DISPLAY SERVICE INC
MS COAST CONVENTION CENTER
2350 BEACH BLVD
BILOXI, MS 39531

SHOW NAME: Gulf Coast Food & Fuel

BOOTH NUMBER : _____

DO NOT ATTEMPT DELIVERY PRIOR TO
Tuesday, March 13 – 8 AM

TO: _____
(Your Company Name Here)

CONVENTION DISPLAY SERVICE INC
MS COAST CONVENTION CENTER
2350 BEACH BLVD
BILOXI, MS 39531

SHOW NAME: Gulf Coast Food & Fuel

BOOTH NUMBER : _____

DO NOT ATTEMPT DELIVERY PRIOR TO
Tuesday, March 13 – 8 AM

**EXHIBIT MATERIAL
DO NOT DELAY**

DIRECT TO SHOW SITE

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DONOT DELAY**

DIRECT TO SHOW SITE

TO: _____
(Your Company Name Here)

CONVENTION DISPLAY SERVICE INC
MS COAST CONVENTION CENTER
2350 BEACH BLVD
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BOOTH NUMBER : _____

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Tuesday, March 13 – 8 AM

TO: _____
(Your Company Name Here)

CONVENTION DISPLAY SERVICE INC
MS COAST CONVENTION CENTER
2350 BEACH BLVD
BILOXI, MS 39531

SHOW NAME: Gulf Coast Food & Fuel

BOOTH NUMBER : _____

DO NOT ATTEMPT DELIVERY PRIOR TO
Tuesday, March 13 – 8 AM

Labels are provided for your convenience. Place one label on each piece shipped
If more labels are needed copies are permitted



**RETURN SHIPPING
2018 GULF COAST FOOD AND FUEL EXPO**

THIS FORM IS FOR VERIFICATION PURPOSES ONLY AND DOES NOT CONSTITUTE ANY RESPONSIBILITY ON THE PART OF CDS PERSONNEL FOR THE COMPLETION OF YOUR SHIPPING DOCUMENTS. A limited number of standard bills of lading, airbills, and labels will be available at the CDS service desk, however you are strongly encouraged to provide your own shipping documents.

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

CONVENTION DISPLAY SERVICE, INC. WILL NOT RELEASE SHIPMENTS TO ANY CARRIER WITHOUT PROPER SHIPPING DOCUMENTS. FAILURE TO CONFIRM FINANCIAL ARRANGEMENTS FOR CDS MATERIAL HANDLING SERVICES IN ADVANCE MAY RESULT IN SHIPPING DELAYS

SHIP TO: _____

 CITY _____
 STATE _____ ZIP _____

BILL 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 _____**

NOTE: UPS GROUND AND FEDEX GROUND SERVICES ARE NOT OFFERED THROUGH CDS.

- EXHIBITING FIRMS NOT USING ABF FREIGHT SYSTEM OR FEDEX EXPRESS ARE RESPONSIBLE FOR ARRANGING CARRIER PICK UP.
- CARRIERS WILL BE LOADED OUT ON THURSDAY, MARCH 15TH, 2018
- **CARRIERS MUST CHECK IN AT THE CDS FREIGHT DESK NO LATER THAN 5 PM ON THURSDAY, MARCH 15, 2018.** (Carriers Should Be Advised That There Will Be A Wait Once They Have Checked In)
- **Convention Display Service, Inc. Reserves The Right To Re-Route Any Shipment via ABF Freight If A Designated Carrier Falls To Check In By 5 PM.** 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. DOES NOT PREPAY OUTBOUND CARRIER CHARGES
- **Exhibiting Firms Using Specialized Carriers or Shipping Outside the Continental United States MUST Provide Shipping Documents And Declaration Of Contents As Required By The Carrier And/Or Customs**
- Convention Display Service, Inc. is not responsible for shipments left in booth by exhibitor for which no documentation is on file with CDS. CDS will count & ship pieces as found when loading out from exhibit hall.

Exhibiting Firm Name _____ Booth # _____

Contact Name _____ Phone () _____

Fax () _____ E-mail: _____

Authorized Signature _____

