



EXHIBITOR SERVICE KIT

2018 Amarillo Farm and Ranch Show Amarillo Civic Center – Amarillo, Texas November 27 – November 29, 2018

SHOW SCHEDULE

BULK EXHIBITOR MOVE IN:

Sunday November 25, 2018 10 am – 5 pm
By appointment only please contact Taylor Anderson with IDEAg
At 507-829-1065 to arrange move in schedule

GENERAL EXHIBITOR MOVE IN:

Monday November 26, 2018 8 am – 5 pm
Please refer to the IDEAg Exhibit Information for specific move in time

Tuesday November 27, 2018 7 am – 8:30 am
Please reserve Tuesday morning for booth touch ups only

SHOW HOURS:

Tuesday November 27, 2018 9 am – 5 pm
Wednesday November 28, 2018 9 am – 5 pm
Thursday November 29, 2018 9 am – 4 pm

SHOW DISMANTLE:

Thursday November 30, 2018 4 pm

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

SHOW SPECIFICATIONS:

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

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

SHOW COLORS Blue and White

SHOW FURNISHINGS

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

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

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

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

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

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



**2018 Amarillo Farm and Ranch Show
Amarillo Civic Center
November 27-29, 2018**

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 **Wednesday, November 14, 2018** 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> <i>YOUR SHOWSITE REPRESENTATIVE MUST BE MADE AWARE OF THIS POLICY AND HAVE A MEANS OF PAYMENT UNLESS THERE IS A CREDIT CARD ON FILE. OTHERWISE SERVICES WILL BE DENIED</i></p> <p><i>ORDERS RECEIVED WITH PAYMENT BY STATED DUE DATE QUALIFY FOR THE DISCOUNTED ADVANCE ORDER RATE. CDS will not be responsible for missed deadlines or processing delays resulting from payments mailed separately from order forms.</i></p> <div style="background-color: black; color: white; text-align: center; padding: 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 border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">ORDER RECAP</th> <th style="text-align: right;">Total from each page</th> </tr> </thead> <tbody> <tr><td>Standard Furnishings</td><td>_____</td></tr> <tr><td>Electrical Service</td><td>_____</td></tr> <tr><td>Carpet</td><td>_____</td></tr> <tr><td>Labor</td><td>_____</td></tr> <tr><td>Booth Cleaning</td><td>_____</td></tr> <tr><td>Material Handling</td><td>_____</td></tr> <tr><td>Custom Signage – details contact Chris Mills at chris@cds1958.com</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> </tbody> </table>	ORDER RECAP	Total from each page	Standard Furnishings	_____	Electrical Service	_____	Carpet	_____	Labor	_____	Booth Cleaning	_____	Material Handling	_____	Custom Signage – details contact Chris Mills at chris@cds1958.com	_____	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: **2018 Amarillo Farm and Ranch Show – Amarillo Civic Center**



FURNITURE & ACCESSORIES

Show: 2018 Amarillo Farm & Ranch Show
Discount Deadline: November 14, 2018
Phone Orders 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' 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

Tables Skirts will be Blue

Un-Skirted Tables 24" wide x 30" high

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

Un-Skirted Tables 24" wide x 42" high

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

Seating

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

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

Qty	Description	Advance Price	Floor Price
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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

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

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

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

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

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

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

Street Address 908 Larson Street
 Jackson, MS 39202

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

Exhibiting Firm Name _____

Print Contact Name _____ Title _____

Mailing Address: _____ City _____ State _____ Zip _____

Phone (____) _____ Fax (____) _____

X Authorized Signature _____ E-mail: _____



ELECTRICAL SERVICE

Show: Amarillo Farm & Ranch Show
Discount Deadline: November 14, 2018
Phone Orders Not Accepted

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

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

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

Qty	Description	Advance Price	Floor Price
120 Volt Service			
___	500 Watts (5 Amps)	\$110.00	\$130.00
___	1000 Watts (10 Amps)	\$120.00	\$144.00
___	1500 Watts (15 Amps)	\$130.00	\$156.00
___	2000 Watts (20 Amps)	\$145.00	\$175.00

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

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

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.

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.

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

208 Volt – Single Phase Service

___	20 Amps	\$151.00	\$193.00
___	30 Amps	\$171.00	\$221.00
___	40 Amps	\$186.00	\$246.00
___	50 Amps	\$211.00	\$271.00

Return orders to CDS at

P. O. Box 13387
 Jackson, MS 39236-3387
 or
 908 Larson Street
 Jackson, MS 39202

208 Volt – Three Phase Service

___	20 Amps	\$216.00	\$281.00
___	30 Amps	\$246.00	\$321.00
___	40 Amps	\$276.00	\$361.00
___	50 Amps	\$306.00	\$401.00

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: _____



2018 Amarillo Farm and Ranch Show
Amarillo Civic Center
November 27-29, 2018

Important Carpet Information

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

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

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



STANDARD BOOTH CARPET

ORDER DUE BY
November 14, 2018

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

STANDARD CARPET - 9' WIDE

STANDARD CARPET WILL NOT BE TRIMMED TO FIT BOOTH SPACE

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

PADDING FOR STANDARD CARPET

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

COLOR SELECTIONS (please check one) MEDIUM RED GRAY MIST

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

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

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

TAX

SUB TOTAL \$ _____
 ADD 8.25% \$ _____
 TOTAL \$ _____

ORDERS WITHOUT PAYMENT WILL NOT BE PROCESSED

Please type or print

Exhibiting Firm Name: _____ Contact: _____
 Address: _____
 City: _____ State _____ Zip _____
 Phone: (____) _____ Fax: (____) _____ E-Mail _____
 Convention or Show: **2018 Amarillo Farm & Ranch Show – Amarillo Civic Center**
 Authorized Signature _____

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



LABOR
ORDER DUE BY
NOVEMBER 14, 2018
 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					

<p style="text-align: center;"><input type="checkbox"/> CDS SUPERVISION</p> <p>PROCEED WITH INSTALLATION at the earliest time. Exhibit will be installed on straight time whenever possible.</p> <p><input type="checkbox"/> Set up instructions enclosed with order</p> <p><input type="checkbox"/> Set up instructions with exhibit</p> <p>To insure an efficient and proper installation, set up instructions must be provided</p>	<p style="text-align: center;"><input type="checkbox"/> EXHIBITOR SUPERVISION</p> <p>DO NOT PROCEED. Exhibitor's representative will call at Service Desk for labor at _____ <input type="checkbox"/>AM <input type="checkbox"/>PM</p> <p>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.</p>
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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: (____) _____ Fax: (____) _____ E-mail _____

Booth No. _____ Convention or Show: **2018 Amarillo Farm and Ranch Show – Amarillo Civic Center**

Signature _____

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



**2018 Amarillo Farm and Ranch Show
Amarillo Civic Center – Amarillo, Texas
November 26-29, 2018**

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 = \$ _____

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

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

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

Please print or type

Exhibiting Firm Name: _____

Print Contact Name: _____

Mailing Address: _____ City _____ State _____ Zip _____

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

Convention or Show: **2018 Amarillo Farm & Ranch Show – Amarillo Civic Center**

Signature _____

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



**SHIPPING & MATERIAL HANDLING
INFORMATION**
2018 Amarillo Farm and Ranch Show
Amarillo Civic Center
November 26-29, 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. **There is a charge for this service.**

ADVANCE RECEIVING

**Exhibiting Firm Name
Amarillo Farm & Ranch Booth #
c/o CDS at ARCBest
4800 Lincoln Road NE
Albuquerque, NM 87109**

SHIPMENTS MUST ARRIVE AT THE ADVANCE RECEIVING ADDRESS ON OR BEFORE Wednesday, November 14, 2018 TO INSURE PROPER HANDLING. IF YOU CANNOT MEET THIS DEADLINE PLEASE CONTACT CDS FOR INSTRUCTIONS. *Shipments will be accepted at the advance receiving address no earlier than thirty days prior to show set up. Receiving hours are 8 AM to 4 PM, Monday – Friday. Closed on Saturday and Sunday*

DIRECT TO SITE

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

SHIPMENTS WILL NOT BE ACCEPTED ON-SITE UNTIL Monday, November 26, 2018. CDS will not be responsible for refused or delayed shipments resulting from attempted deliveries to show site prior to this date. Shipments signed for by facility personnel may be turned over to CDS distribution. Exhibitors will be charged accordingly.

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

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

EXHIBIT MATERIAL RUSH

ADVANCE RECEIVING

TO: _____
(Your Company Name Here)

c/o CONVENTION DISPLAY SERVICE INC
ARCBEST
4800 LINCOLN ROAD NE
ALBUQUERQUE, NM 87109

SHOW NAME: Amarillo Farm & Ranch 2018

BOOTH NUMBER : _____

Receiving Dates October 15 – November 14, 2018

EXHIBIT MATERIAL RUSH

ADVANCE RECEIVING

TO: _____
(Your Company Name Here)

c/o CONVENTION DISPLAY SERVICE INC
ARCBEST
4800 LINCOLN ROAD NE
ALBUQUERQUE, NM 87109

SHOW NAME: Amarillo Farm & Ranch 2018

BOOTH NUMBER : _____

Receiving Dates October 15 – November 14, 2018

EXHIBIT MATERIAL RUSH

ADVANCE RECEIVING

TO: _____
(Your Company Name Here)

c/o CONVENTION DISPLAY SERVICE INC
ARCBEST
4800 LINCOLN ROAD NE
ALBUQUERQUE, NM 87109

SHOW NAME: Amarillo Farm & Ranch 2018

BOOTH NUMBER : _____

Receiving Dates October 15 – November 14, 2018

EXHIBIT MATERIAL RUSH

ADVANCE RECEIVING

TO: _____
(Your Company Name Here)

c/o CONVENTION DISPLAY SERVICE INC
ARCBEST
4800 LINCOLN ROAD NE
ALBUQUERQUE, NM 87109

SHOW NAME: Amarillo Farm & Ranch 2018

BOOTH NUMBER : _____

Receiving Dates October 15 – November 14, 2018

**EXHIBIT MATERIAL
DO NOT DELAY**

DIRECT TO SHOW SITE

TO: _____
(Your Company Name Here)

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

SHOW NAME: Amarillo Farm & Ranch 2018

BOOTH NUMBER : _____

DO NOT ATTEMPT DELIVERY PRIOR TO:
Monday, November 26, 2018

**EXHIBIT MATERIAL
DO NOT DELAY**

DIRECT TO SHOW SITE

TO: _____
(Your Company Name Here)

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

SHOW NAME: Amarillo Farm & Ranch 2018

BOOTH NUMBER : _____

DO NOT ATTEMPT DELIVERY PRIOR TO:
Monday, November 26, 2018

**EXHIBIT MATERIAL
DO NOT DELAY**

DIRECT TO SHOW SITE

TO: _____
(Your Company Name Here)

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

SHOW NAME: Amarillo Farm & Ranch 2018

BOOTH NUMBER : _____

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RETURN SHIPPING FROM
2018 Amarillo Farm & Ranch Show

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

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

SHIP TO: _____

 CITY _____
 STATE _____ ZIP _____

SHIPMENT MUST ARRIVE AT THE ABOVE ADDRESS NO LATER THAN _____

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

PLEASE INDICATE OUTBOUND SERVICE PROVIDER

Exhibiting Firms Are Responsible For Making Sure That Shipments Are Re-Packed, Labeled And That Properly Executed Shipping Documents Are Tendered To Convention Display Service Before Departing The Show Floor. Bills of lading, air bills and labels are available at the CDS service desk.

ABF FREIGHT SYSTEM ABF Billing Address _____

FEDEX AIR FedEx Acct. # _____

OTHER (please name) _____
 EXHIBITING FIRMS USING FEDEX OR UPS MUST SUPPLY PREPAID RETURN LABELS

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

- EXHIBITING FIRMS NOT USING ABF FREIGHT SYSTEM OR FEDEX AIR ARE RESPONSIBLE FOR ARRANGING CARRIER PICK UP
- CARRIERS MUST BE ON SITE FOR CARRIER PICK UP BY 7 PM, THURSDAY, NOVEMBER 29, 2018
- CONVENTION DISPLAY SERVICE, INC. DOES NOT PREPAY OUTBOUND CARRIER CHARGES
- Exhibiting Firms Using Specialized Carriers Must Provide Shipping Documents And Declaration Of Contents As Required By Carrier to Convention Display Service.

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

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

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

**AMARILLO FARM AND RANCH SHOW
AMARILLO CIVIC CENTER – AMARILLO, TEXAS
NOVEMBER 27-29, 2018**

Additional Vendor Services

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

INTERNET AND TELEPHONE SERVICE

INTERNET SERVICE IS LIMITED!

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

Internet and Telephone Service agreement is attached.

AUDIO – VISUAL SERVICES

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



Meet. Play. Celebrate.

P.O. Box 1971 • Amarillo, Texas • 806-378-4297 • (FAX) 806-378-4234

Internet and Telephone Service Agreement

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

Description of Service	Price Day 1	Price per add. Day	Sub Total Price	Quantity	Total
1. Telephone Line					
a. Local & Toll Free Access (Instrument Provided)	\$ 35.00	\$ 10.00			
b. Long Distance Included (Instrument Provided)	\$ 50.00	\$ 20.00			
c. Outbound Modem Line Only (for credit cards)	\$ 35.00	\$ 10.00			
2. Up to 256K Wireless Internet Service (Free Wi-Fi is available courtesy of the Amarillo Civic Center & AMA Tech-Tel)					
3. High Speed Internet Service (Hard-wired Shared Service – Single Private IP address)					
a. 8MB Down/1MB Up Shared Bandwidth	\$ 150.00	\$ 50.00			
b. For dedicated service, or special needs contact the Amarillo Civic Center Complex Operations Manager, 806-378-9480. Special services must be arranged 7 days prior to move-in. Services and fees are based on service requirements and capability.					
*4. Expedite Charges per Line (if ordered less than 7 days prior to move-in)					
a. Telephone/Modem Service	\$ 25.00				
b. High Speed Internet Shared Bandwidth	\$ 25.00				
*5. Expedite Charges per line On Site/Move-in Order Fee per Line (if ordering after move-in begins)					
a. Telephone/Modem Service	\$ 50.00				
b. High Speed Internet	\$ 100.00				
*To avoid additional charges orders must be received 7 days prior to move-in			Tax 8.25%		
All fees subject to local sales tax. Total payment must accompany orders.			Grand Total		

Terms and Conditions

The Amarillo Civic Center Complex provides free public Wi-Fi service throughout the facilities. This is not a guaranteed service. The Amarillo Civic Center Complex does not provide dedicated Wi-Fi and Wi-Fi bandwidth availability is subject to shared usage. Internet connections are charged per connection. Telephone/Modem lines are charged per line. Additional labor and material charges may be added for designing and installing special configurations. The Amarillo Civic Center Complex is not responsible for network saturation, failures caused by misuse, power fluctuation, etc... The Amarillo Civic Center Complex can only guarantee connection speeds to the internet port of the router connected to the internet. The Amarillo Civic Center Complex is not responsible for web traffic and network saturation outside of the facility, Acts of God and network failure outside of the building are not the responsibility of the Amarillo Civic Center Complex. The Amarillo Civic Center Complex does not provide security (i.e. firewalls, virus protection, etc...)

Cancellations, must be made in writing, are subject to a \$50 fee. Credit will not be given to services installed but not used. Credit will not be given to for the cancellation of special services once they have been ordered.

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

Signature _____

Date _____