



EXHIBITOR SERVICE KIT

**2018 Mississippi Lumber Manufacturers Association
Beau Rivage – Biloxi, MS
July 6, 2018**

SHOW SCHEDULE

<u>Exhibitor Move In:</u>	Friday	July 6, 2018	9:00 AM – Noon
<u>Show Opens:</u>	Friday	July 6, 2018	1:00 PM
<u>Show Closes:</u>	Friday	July 6, 2018	5:30 PM
<u>Show Dismantle:</u>	Friday	July 6, 2018	5:30 PM
<u>Show Specifications:</u>	Booth Size:	10' wide x 8' deep	
	The drapes and dividers will be black. Table skirts will be black. The exhibit hall is permanently carpeted.		
<u>Show Furnishings:</u>	The following furnishings are automatically provided with your paid booth space. 8' high black back drape and 3' high black side dividers (Please do not pin, tape or staple anything to this fabric) One 7" x 44" identification sign with company name One 6' 30" high skirted table with black skirt Two black folding chairs One wastebasket		

If you need additional furnishings or material handling services, they may be ordered by completing the order forms included in this packet from Convention Display Service, Inc.

Ordering by Thursday, June 28, 2018 enables you to take advantage of discount pricing!

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

**Electrical and Internet service must be ordered through Encore Event Technologies.
Contact Encore at 228-386-7692 or beaurivage@encore-us.com**



2018 MS Lumber Mfg. Association
July 6, 2018
Beau Rivage – Biloxi, 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.

Telephone orders are not 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

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 Thursday, June 28, 2018 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.

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.



CREDIT CARD BILLING AUTHORIZATION & PAYMENT POLICY

<p>THIS FORM MUST ACCOMPANY ALL ORDERS</p> <p>PAYMENT POLICY: CDS requires payment in full, including applicable tax, when orders are submitted. <u>You may choose to pay by credit card or check, however, CDS requires that a credit card authorization be placed on file with your order.</u> YOUR SHOWSITE REPRESENTATIVE MUST BE MADE AWARE OF THIS POLICY AND HAVE A MEANS OF PAYMENT UNLESS THERE IS A CREDIT CARD ON FILE. OTHERWISE SERVICES WILL BE DENIED</p> <p>ORDERS RECEIVED WITH PAYMENT BY STATED DUE DATE QUALIFY FOR THE DISCOUNTED ADVANCE ORDER RATE. CDS will not be responsible for missed deadlines or processing delays resulting from payments mailed separately from order forms.</p> <div style="background-color: black; color: white; text-align: center; padding: 5px;"> 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;"> <tr> <th style="text-align: left;">ORDER RECAP</th> <th style="text-align: right;">Total cost from each page</th> </tr> <tr><td>Standard Furnishings</td><td></td></tr> <tr><td>Cleaning</td><td></td></tr> <tr><td>Labor</td><td></td></tr> <tr><td>Material Handling</td><td></td></tr> <tr><td colspan="2" style="height: 20px;"></td></tr> <tr> <td style="text-align: right;">Grand Total</td> <td style="text-align: right;">\$ _____</td> </tr> </table> <p>Convention Display Service, Inc. Federal ID #64-0656926 CDS is exempt from backup withholding tax</p> <p>Email address for receipt: _____</p> <p>Credit Card Authorization will be used for Convention Display Service, Inc. only.</p> <p>Pre-Order Deadline Date for advance price: June 28, 2018 Orders received after June 28th are processed at floor price</p>	ORDER RECAP	Total cost from each page	Standard Furnishings		Cleaning		Labor		Material Handling				Grand Total	\$ _____
ORDER RECAP	Total cost from each page														
Standard Furnishings															
Cleaning															
Labor															
Material Handling															
Grand Total	\$ _____														

<p>CREDIT CARD AUTHORIZATION – complete all information <input type="checkbox"/> American Express <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa</p> <p>THIS FORM IS FOR USE BY CONVENTION DISPLAY SERVICE ONLY. ALL INFORMATION IS KEPT CONFIDENTIAL</p>	
<p>Account # _____</p> <p>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</p>	<p>Verification Code _____</p> <p>EXP. DATE _____</p>
<p>PRINT CARDHOLDER NAME _____</p>	
<p>CARDHOLDER SIGNATURE _____</p> <p>BILLING ZIP CODE _____</p>	
<p>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.</p>	

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

Company Name _____ Booth # _____

Address _____

City _____ State _____ Zip _____

Authorized Contact _____ Title _____

Phone (____) _____ Fax (____) _____

x Authorized Signature _____ E-Mail address _____

Convention or Trade Show:

2018 MS Lumber Mfg. Association – Biloxi, MS

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



FURNITURE & ACCESSORIES

Show: 2018 MS Lumber Mfg. Association
Discount Deadline: June 28, 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 Black

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

___ 4' x 8' Chrome Gridwall panel	\$ 75.00
___ Pegboard Vertical Mount*	\$ 90.00
___ Pegboard Horizontal Mount*	\$ 90.00

*Note: 4 x 8' framed brown pegboard sheets with 1/4" holes

Mounting accessories for pegboards & gridwalls not provided

___ Literature Rack	\$ 25.00
___ Bag Stand	\$ 25.00
___ Round Pedestal Table**	\$100.00

**Note: 30" diameter x 30" high light grey top - limited quantity

___ S-shaped hook- pack of 20	\$ 5.00
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Single Tier Table 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 brooke@cds1958.com

Exhibiting Firm Name _____

Print Contact Name _____ Title _____

Mailing Address: _____ City _____ State _____ Zip _____

Phone (____) _____ Fax (____) _____

X Authorized Signature _____ E-mail: _____



BOOTH CLEANING AND JANITORIAL SERVICES

ORDER DUE BY
June 28, 2018
PHONE ORDERS NOT ACCEPTED

The cleaning services provided by the Exhibit Hall include only a general sweeping of the aisles. If you wish special services as listed below, please complete this form and mail it with payment to Convention Display Service, Inc.

CHECK THE SERVICE REQUIRED All Rates Are Based On Gross Booth Area

ONCE ONLY CLEANING SERVICE

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

ONCE ONLY JANITORIAL

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

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

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

TOTAL \$ _____

Please type or print

Exhibiting Firm Name: _____ Contact: _____

Address: _____

City: _____ State: _____ Zip: _____

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

E-Mail: _____ Booth No. _____

Convention or Show: 2018 MS LUMBER MFG. ASSOCIATION – BILOXI, MS

Authorized Signature _____

Return To: CONVENTION DISPLAY SERVICE, INC., P. O. Box 13387, JACKSON, MS 39236-3387 OR
908 LARSON STREET, JACKSON, MS 39202 / FAX: 601-948-3824 (CREDIT CARD ORDERS ONLY)
brooke@cds1958.com



LABOR
ORDER DUE BY
June 28, 2018

INSTALLATION: Unloading vehicle only \$25.00 per man per half hour
 Unloading vehicle/assist with set up \$65.00 per man per hour

DISMANTLE: Loading vehicle only \$25.00 per man per half hour
 Loading vehicle/assist with take down \$65.00 per man per half

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		Friday 07/06/18			
<input type="checkbox"/> UNLOAD VEHICLE &/OR ASSIST WITH SET UP		Friday 07/06/18			

DISMANTLE	# OF MEN REQUESTED	DAY & DATE OF MOVE OUT	START TIME	APPRX. HRS	AMOUNT DUE
<input type="checkbox"/> LOAD VEHICLE		Friday 07/06/18			
<input type="checkbox"/> ASSIST WITH TAKE DOWN &/OR LOAD VEHICLE		Friday 07/06/18			

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 _____

2018 MS Lumber Mfg. Association – Biloxi, MS

Signature _____



**2018 Mississippi Lumber Manufacturers Association
Beau Rivage – Biloxi, MS
July 6, 2018**

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. 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.



SHIPPING & MATERIAL HANDLING INFORMATION

2018 MS Lumber Mfg. Association
July 6, 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.

ADVANCE RECEIVING BY CDS – see enclosed CDS Material Handling Rate Sheet

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.

Exhibiting Firm Name
MS Lumber Manufacturers Assoc. Booth #
c/o CDS @ ABF Freight System
12297 Shriners Blvd.
Biloxi, MS 39532

SHIPMENTS WILL BE ACCEPTED AT THE ADVANCE RECEIVING ADDRESS UNTIL THURSDAY, JUNE 28, 2018. *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 **PLEASE BE AWARE...**The Beau Rivage Will Not Receive Items Delivered To Site Unless Advance Arrangements Have Been Made. ***Shipping of large items or items delivered to the loading dock by a privately owned vehicle (POV) must be coordinated with the Beau Rivage's Convention Services Manager for the event at 888-499-7711 no later than 1 week prior to item(s) arrival and departure otherwise item(s) will be refused. This does not apply to UPS or FedEx which is handled through the Beau Rivage Business Center on the convention level.***

Charges & hours of operation for these services are available from the Beau Rivage Convention Services Manager at 888-499-7711.

Exhibiting Firm Name
ATTN: _____ (name of on-site representative)
MS Lumber Manufacturers Association Booth _____
Beau Rivage Resort
875 Beach Blvd
Biloxi, MS 39530

All individuals accessing the loading dock and back of the house areas are required to obtain a visitors badge from security located at the loading dock. **No exceptions!**

Any on-site shipment CDS is required to handle on the vendor's behalf will incur a handling charge from CDS.

- **ALL SHIPMENTS MUST ARRIVE FREIGHT PREPAID. COLLECT SHIPMENTS WILL BE REFUSED.**
- **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.**

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
MAY 29, 2018 AND JUNE 28, 2018

TO: _____
(Your Company Name)

Mississippi Lumber Mfg. Association
c/o CDS @ ABF Freight System
12297 Shriners Blvd.
Biloxi, MS 39532

BOOTH NUMBER : _____

PIECE _____ OF _____

(Please number each piece)

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
MAY 29, 2018 AND JUNE 28, 2018

TO: _____
(Your Company Name)

Mississippi Lumber Mfg. Association
c/o CDS @ ABF Freight System
12297 Shriners Blvd.
Biloxi, MS 39532

BOOTH NUMBER : _____

PIECE _____ OF _____

(Please number each piece)

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
MAY 29, 2018 AND JUNE 28, 2018

TO: _____
(Your Company Name)

Mississippi Lumber Mfg. Association
c/o CDS @ ABF Freight System
12297 Shriners Blvd.
Biloxi, MS 39532

BOOTH NUMBER : _____

PIECE _____ OF _____

(Please number each piece)

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
MAY 29, 2018 AND JUNE 28, 2018

TO: _____
(Your Company Name)

Mississippi Lumber Mfg. Association
c/o CDS @ ABF Freight System
12297 Shriners Blvd.
Biloxi, MS 39532

BOOTH NUMBER : _____

PIECE _____ OF _____

(Please number each piece)



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

- ♦ **\$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)**

SMALL PACKAGE: Maximum weight per shipment, per delivery is 50 lbs. Cases of any weight or type are not considered small packages. They are classified under the minimum charge of CWT weight charge.

**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.

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 \$50.00 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 small packages are @ \$12.00 each Total = \$_____

FORKLIFT SERVICE IS NOT AVAILABLE AT THIS FACILITY

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 Mississippi Lumber Manufacturers Association – Biloxi, MS

Signature _____

Return To: CONVENTION DISPLAY SERVICE, INC., P. O. Box 13387, JACKSON, MS 39236-3387 OR
908 LARSON STREET, JACKSON, MS 39202 / FAX : 601-948-3824 (CREDIT CARD ORDERS ONLY)
Email to: brooke@cds1958.com



RETURN SHIPPING
MS Lumber Manufacturers Association
Biloxi, MS
July 6, 2018

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 DESTINATION 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 Account # _____

☐ **FEDEX AIR** FedEx Acct. # _____

☐ **OTHER (please name)** _____
EXHIBITING FIRMS NOT USING ABF FREIGHT SYSTEM OR FEDEX AIR ARE RESPONSIBLE FOR ARRANGING CARRIER PICK UP

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

- EXHIBITING FIRMS NOT USING ABF FREIGHT SYSTEM OR FEDEX AIR ARE RESPONSIBLE FOR ARRANGING CARRIER PICK UP
- OUTBOUND FREIGHT WILL RETURN TO CDS WAREHOUSE FOR PROCESSING MONDAY, JULY 9, 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 /BROOKE@CDS1958.COM

Exhibiting Firm Name _____

Contact Name _____ Phone () _____

Fax () _____ E-mail: _____

Authorized Signature _____

**2018 MS LUMBER MANUFACTURERS ASSOCIATION
BEAU RIVAGE – BILOXI, MS
JULY 6, 2018**

**INTERNET, AUDIO VISUAL, AND
ELECTRICAL SERVICE
CONTACT**

**BEAU RIVAGE - ENCORE EVENT
TECHNOLOGIES
228-386-7692 - PHONE
228-386-7395 – FAX
Beaurivage@Encore-us.com**

**All arrangements must be made directly between the exhibiting firm
and the supplier**