



EXHIBITOR SERVICE KIT

MISSISSIPPI RECREATION AND PARK ASSOCIATION NATCHEZ CONVENTION CENTER – NATCHEZ, MS SEPTEMBER 28-29, 2010

SHOW SCHEDULE

<u>EXHIBITOR MOVE IN:</u>	MONDAY	SEPTEMBER 27, 2010	1 PM – 5 PM
<u>SHOW OPENS:</u>	TUESDAY	SEPTEMBER 28, 2010	8 AM
<u>SHOW CLOSSES:</u>	WEDNESDAY	SEPTEMBER 29, 2010	NOON
<u>SHOW DISMANTLE:</u>	WEDNESDAY	SEPTEMBER 29, 2010	NOON
<u>SHOW SPECIFICATIONS:</u>	BOOTH SIZE	10' WIDE X 10' DEEP	
	SHOW COLORS	BLACK	
	EXHIBIT HALL	NOT CARPETED	

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

8' HIGH BLACK BACK DRAPES AND 3' HIGH BLACK SIDE DIVIDERS
(Nothing may be pinned, taped or stapled to this fabric)
ONE 7" X 44" COMPANY NAME IDENTIFICATION SIGN
ONE 6' TABLE WITH WHITE TOP AND BLACK SKIRT
TWO CHAIRS
ONE WASTEBASKET

FOR YOUR CONVENIENCE YOU MAY DOWNLOAD THE EXHIBITOR SERVICE KIT AT
www.conventiondisplayservice.com ENTER SHOW CODE cdsa6zvz.

ELECTRICAL AND TELEPHONE SERVICE ARE AVAILABLE BY ORDER ONLY THROUGH THE NATCHEZ CONVENTION CENTER. ORDER FORM IS ENCLOSED FOR YOUR CONVENIENCE. Please direct all questions regarding electrical and telephone service to Natchez Convention Center at 601.442.5880.

PLEASE DIRECT THIS PACKET TO THE PERSON RESPONSIBLE FOR YOUR EXHIBIT



**MISSISSIPPI RECREATION AND PARK
ASSOCIATION
SEPTEMBER 28-29, 2010**

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 **SEPTEMBER 20, 2010** 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

24 HOUR FAX SERVICE FOR CREDIT CARD ORDERS: 601-948-3824

- PHONE ORDERS ARE NOT ACCEPTED
- ORDERS RECEIVED WITHOUT PAYMENT OR PURCHASE ORDER WILL NOT BE PROCESSED

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 	<p>ORDER RECAP Total from each page</p> <hr/> <p>Standard Furnishings _____</p> <p>Carpet _____</p> <p>Cleaning _____</p> <p>Labor _____</p> <p>Material Handling _____</p> <p>Deluxe Booth Signs _____</p> <p style="text-align: right;">For Mailed Receipt Add \$ 2.00</p> <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> <p>Check here if you want a receipt faxed <input type="checkbox"/> e-mailed <input type="checkbox"/></p> <p>For a mailed receipt, please remit a \$2.00 handling charge</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 KEPT CONFIDENTIAL

Account # _____ Verification Code _____

EXP. DATE _____

PRINT CARDHOLDER NAME _____

CARDHOLDER SIGNATURE _____ BILLING ZIP CODE _____

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: _____

Convention or Trade Show: **MISSISSIPPI RECREATION & PARK ASSN**

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)



FURNITURE & ACCESSORIES

Show: MS RECREATION & PARK ASSN
Discount Deadline: SEPTEMBER 20, 2010
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*	\$ 49.00	\$ 65.00	___
___ Skirted 6' table	\$ 66.00	\$ 86.00	___
___ Skirted 8' table	\$ 79.00	\$ 97.00	___
___ 4 th Side Skirting, Optional	\$ 18.00		___

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 *	\$ 69.00	\$ 91.00	___
___ Skirted 6' table	\$ 86.00	\$116.00	___
___ Skirted 8' table	\$ 99.00	\$131.00	___
___ 4 th Side Skirting, Optional	\$ 30.00		___

Note *4' comes skirted on 4 sides

TABLE SKIRTS WILL BE BLACK

Un-Skirted Tables 24" wide x 30" high

___ 4' table	\$ 26.00	\$ 31.00	___
___ 6' table	\$ 31.00	\$ 39.00	___
___ 8' table	\$ 36.00	\$ 46.00	___

Un-Skirted Tables 24" wide x 42" high

___ 4' table	\$ 31.00	\$ 41.00	___
___ 6' table	\$ 39.00	\$ 49.00	___
___ 8' table	\$ 46.00	\$ 57.00	___

Seating

___ Black Folding Chair	\$ 15.00	\$ 20.00	___
___ Arm Chair	\$ 46.00	\$ 61.00	___
___ High Stool	\$ 51.00	\$ 66.00	___

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

Qty	Description	Advance Price	Floor Price
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Single Tier Risers 12" wide x 12" high

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

Accessories

___ Aluminum Floor Easel	\$ 21.00	\$ 29.00	___
___ Wastebasket	\$ 11.00	\$ 16.00	___
___ 8' Post & Base Unit		\$ 10.00	___
___ Extender Rod		\$ 5.00	___
___ 8' h drapes per lin ft	\$ 5.00'	\$ 6.00'	___
___ 3' h drapes per lin ft	\$ 3.00'	\$ 4.00'	___
___ 30" Polysateen per lin ft	\$ 4.00'	\$ 5.00'	___
___ 42" Polysateen per lin ft	\$ 6.00'	\$ 8.00'	___

Note: show colors prevail

The following are available by advance order only

___ Pegboard Vertical Mount	\$ 76.00	___
___ Pegboard Horizontal Mount	\$ 76.00	___

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

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 7 % tax	_____
Payment Enclosed	_____

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

Return to CDS at P. O. Box 13387
 Jackson, MS 39236-3387
 Or 908 Larson Street
 Jackson, MS 39202

Exhibiting Firm Name _____ Booth # _____

Print Contact Name _____ Title _____

Mailing Address: _____ City _____ State _____ Zip _____

Phone (____) _____ Fax (____) _____

X Authorized Signature _____

E-mail: _____



LABOR
ORDER DUE BY
SEPTEMBER 20, 2010
 PHONE ORDERS NOT ACCEPTED

LABOR RATES: \$36.00 per hour per man - straight time
\$54.00 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.

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					

<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.

CREDIT CARD __ MASTERCARD __ VISA __ AMERICAN EXPRESS ACCT NUMBER _____ EXP __/____ VERIFICATION CODE _____ PRINT CARD HOLDER NAME _____ CARD HOLDER SIGNATURE _____

**A CREDIT CARD MUST BE ON FILE IF
 LABOR IS ORDERED. Will be used only
 if there is an unpaid balance for labor
 services at conclusion of show.**

Please type or print

Exhibiting Firm Name: _____

Address: _____

City: _____ State _____ Zip _____

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

Booth No. _____ Convention or Show: **MISSISSIPPI RECREATION & PARK ASSN**

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)
 orders@cds1958.com



**CONVENTION
DISPLAY
SERVICE**
SINCE 1958

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

BOOTH CLEANING AND JANITORIAL SERVICES

**ORDER DUE BY
SEPTEMBER 20, 2010**
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 @\$\$.25 Per Sq. Ft. \$ _____

ONCE ONLY JANITORIAL

EMPTY WASTEBASKETS ONCE PRE-SHOW @\$15.00 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 (if known): _____

Convention or Show: **MISSISSIPPI RECREATION & PARK ASSN**

Authorized Signature _____



**MISSISSIPPI RECREATION AND PARK ASSN
NATCHEZ CONVENTION CENTER
SEPTEMBER 28-29, 2010**

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



SHIPPING & MATERIAL HANDLING INFORMATION MISSISSIPPI RECREATION & PARK ASSOCIATION

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
Recreation & Park Booth #
% CDS
908 Larson Street
Jackson, MS 39202

SHIPMENTS MUST ARRIVE AT THE ADVANCE RECEIVING ADDRESS BY WEDNESDAY, SEPTEMBER 22, 2010 TO INSURE PROPER HANDLING. IF YOU CANNOT MEET THIS SHIPPING SCHEDULE PLEASE CONTACT CDS FOR INSTRUCTIONS. There is a charge for this service. *Shipments will be accepted at the advance receiving address no earlier than thirty days prior to show set up. Receiving hours are 8 AM to 4 PM, Monday – Friday. Closed on Saturday and Sunday*

DIRECT TO SITE

Exhibiting Firm Name
Recreation & Park Booth #
% Natchez Convention Center
211 Main Street
Natchez, MS 39120

SHIPMENTS WILL NOT BE ACCEPTED ON-SITE UNTIL MONDAY, SEPTEMBER 27, 2010. 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.



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

- **\$40.00 CWT Straight Time** (single shipment over 200 lbs)
- **\$60.00 CWT Overtime** (single shipment over 200 lbs)
- ◆ **\$80.00 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 @ \$25.00
Each add'l carton in delivery @ \$10.00

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 = \$ _____
Minimum Charge (single shipment of 50 lbs to 200 lbs) @\$80.00 each = \$ _____
Small Package 1st container \$25.00 Add'l containers @ \$10.00 each Total = \$ _____

FORKLIFT SERVICE NOT AVAILABLE AT THIS FACILITY

CREDIT CARD MASTERCARD VISA AMERICAN EXPRESS
 ACCT NUMBER _____
 EXP ___/___
 PRINT CARD HOLDER NAME _____
 CARD HOLDER _____
 SIGNATURE _____

A CREDIT CARD IS REQUIRED IF MATERIAL HANDLING SERVICES ARE REQUIRED

Please print or type

Exhibiting Firm Name: _____
 Print Contact Name: _____
 Mailing Address: _____ City _____ State _____ Zip _____
 Phone (____) _____ Fax: _____ E-Mail _____
 Booth No. _____ Convention or Show **MISSISSIPPI RECREATION & PARK ASSN**
 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)



RETURN SHIPPING FROM
MISSISSIPPI RECREATION
& PARK ASSOCIATION

THIS FORM IS FOR VERIFICATION PURPOSES ONLY AND DOES NOT CONSTITUTE ANY RESPONSIBILITY ON THE PART OF CDS PERSONNEL FOR THE COMPLETETION 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 Account # _____
- FEDEX AIR** FedEx Acct. # _____
- OTHER (please name)** _____

UPS AND FEDEX GROUND SERVICES ARE NOT AVAILABLE THROUGH CDS

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

- EXHIBITING FIRMS NOT USING ABF FREIGHT SYSTEM OR FEDEX AIR ARE RESPONSIBLE FOR ARRANGING CARRIER PICK UP
- CARRIERS MUST BE ON SITE FOR PICK UP BY 2 PM ON WEDNESDAY SEPTEMBER 29, 2010.
- 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 (CREDIT CARD ORDERS ONLY)

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

**MS RECREATION & PARK ASSN
SEPTEMBER 28-29, 2010
Natchez Convention Center
Natchez, Ms**

Additional Vendor Services

**ALL ARRANGEMENTS FOR THE FOLLOWING SERVICES MUST BE MADE
DIRECTLY BETWEEN THE EXHIBITING FIRM AND THE SUPPLIER**

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

ORDER FORM ATTACHED FOR ELECTRICAL, TELEPHONE/INTERNET AND AUDIO VISUAL SERVICES

**Please contact Natchez Convention
Center if have questions regarding these
services 601-442-5880 – Telephone
601-442-5998 - Fax**

Natchez Convention Center
211 Main St. – Natchez, Mississippi 39120 – Phone: 601-442-5880 – Fax: 601-442-5998
Phone – Internet – Audio & Electrical Requirements

EXHIBITOR INFORMATION

Name of Event: _____ Date: _____
 Exhibiting Company: _____ Booth#: _____
 Address: _____ Phone: _____
 E-mail: _____ Fax: _____
 Authorized Contact (Print Name) _____ Title: _____
 Authorized Contact Signature: _____ Date: _____

Contact Person on site: Mr. Walter Tipton – 601-442-5880

Phone/Internet Requirements:	Advanced Order	Standard Rate
Telephone Line-Local Access Only _____	\$ 75.00	\$ 95.00 = _____
Telephone Line-Long Distance Access _____ (Long Distance charges will be billed post event at a rate of 45cents per minute)	\$100.00	\$120.00 = _____
Credit Card Line(Dial 9) _____	\$ 75.00	\$ 95.00 = _____
High Speed Internet Line _____	\$100.00	\$120.00 = _____

Audio Visual Requirements:

Television _____ \$ 25.00 Per Day = _____
 VCR _____ \$ 25.00 Per Day = _____

Additional Audio Visual Equipment is available upon request – Call Mr. Tipton at 601-442-5880 to discuss specific requirements and pricing.

Electrical Requirements:	Booth	
10 amp _____	\$ 35.00	Per Event = _____
20 amp _____	\$ 45.00	Per Event = _____
RV Hookups _____	\$ 20.00	Per Day = _____

Total items Ordered: _____ 7% Sales Tax: _____ Balance Due: _____

Credit Card Authorization (Print and sign)

Name on Card: _____ Card Zipcode: _____
 Card Number: _____ Exp. Date: _____
 I certify that I am authorized to use this credit card for payment of balance above:
 Cardholder's Signature: _____ Date: _____

If paying by credit card, fax completed form to Natchez Convention Center, otherwise mail check and form to the address listed above Att. Walter Tipton.
 Cancellation policy: Items cancelled after order is placed will be charged 50% of original price. Items cancelled after installation will be charged 100% of original price.