Booth Specifications

Booth Size: 10' wide x 10' deep
Drape: 8 ft. tall back and side drapes – Black
Table Skirts: Exhibitor's choice from the colors listed on furniture and accessories order form. If a skirt color is not chosen, CDS will use black as the default color.
Aisle Carpet: Green
Booths Carpet: None provided - by exhibitor order only
(Except: 2001 through 2061 are on a carpeted surface)

Booth Furnishings: 8' tall black back and side drapes
One 7" x 44" ID Sign with city, state and booth numbers
Furnishings and electrical service are not provided with booth space – by exhibitor order only

Important Dates:

Friday, December 11, 2020  Advance shipments begin arriving at warehouse Monday – Friday, 8 am - 4 pm
YRC Freight System and FedEx Air are the preferred carriers

Monday, January 11, 2021  Order Discount Deadline – payment must accompany order

Monday, January 11, 2021  Deadline for advance shipments to arrive at the warehouse

Tuesday, January 19, 2021  First day shipments can arrive direct to site

Tuesday, January 19, 2020  Exhibitor move in – 7:00 am to 4:00 pm
Wednesday, January 20, 2021  Exhibitor move in – 7:00 am to 5:00 pm *

*Freight doors close and forklift service ceases at 2 pm on Wednesday, January 20th*. Aisles cleared and aisle carpet installed. Hand carried items only allowed on floor after 2 pm, Wednesday, January 20, 2021.

Thursday, January 21, 2021  Booth touch ups only – 8:00 am to 8:30 am

Thursday, January 21, 2021  Show Opens – 9:00 am

Friday, January 22, 2021  Show Close and Dismantle - 3:00 pm
Driver check in by 7:00 pm, Friday, January 22
CDS on site contact – Brooke Fuller – cell 601-278-1340
Dock area reserved for carrier load out only – NO PARKING

Additional Service Providers

Mobile Convention Center
Internet Services  Electrical and Water: to order, please go to www.mobileconventions.com
JMF Solutions
Instructions for ordering are provided on last page of packet
Any questions regarding internet please call 877-404-717

The exhibit hall will be cleared Friday evening. It is the vendor's responsibility to advise customers all merchandise must be removed by 7:00 p.m., Friday, January 22, 2021. Neither GSHE nor Convention Display Service, Inc., nor the Mobile Convention Center will be responsible for materials left unattended on the show floor.

How to contact us:  CDS  CDS  Phone: 601-948-4228
P O Box 13387  908 Larson St.  Fax: 601-948-3824
Jackson, MS 39236-3387  Jackson, MS 39202  brooke@cds1958.com
General Tips and Information
Page 1

Ordering Trade Show Services

- Phone orders are not accepted.
- CDS requires full payment at the time the services are ordered. Orders received without payment or purchase order will not be processed.
- A credit card must be placed on file with all orders, regardless of payment method.
- Please ensure your credit card information is complete and accurate, including expiration date.
- Please note order deadlines on each form.
- Please include your complete customer information on each form submitted.
- If you have multiple booth locations, please complete separate order forms for each location.
- All CDS equipment 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 will be given on items or services not used or cancelled after they have been placed in booth. Questions, problems or discrepancies must be reported during exhibitor set up. No credits or adjustments will be considered after the show closes.

Sales Tax Exemption

- If you are claiming Sales Tax Exemption, a copy of the Certificate of Exemption issued by the State of Alabama must accompany each order and payment must be made by company check or credit card.
- Your resale certificate is not proof of sales tax exemption status!

Inbound Shipping Prior to the Expo

- Confirm your target shipping dates, shipping addresses, material handling charges, polices, etc.
- Provide your freight carrier explicit information as to where and when to check in, marshalling yard information, etc.
- Delivery and pick up times are often out of range of the "normal" delivery hours, make sure your carrier is committed to meeting your target dates and times.
- While making shipping plans to the show, remember to also plan for the return shipment.
- Make sure all pertinent shipping information is given to your company representative who will be at the show site:
  - Carrier name, carrier phone number, items shipped, tracking number of shipment and a weekend contact for the carrier, along with the contact information of the person who scheduled the shipping arrangements
General Tips and Information

Move In

- Exhibitor move in – Tuesday, January 19, 2021 7:00 am – 4:00 pm
  Wednesday, January 20, 2021 7:00 am – 5:00 pm

- Service Drive, Flat Cars & Forklifts will be available from 7:00 am – 4:00 pm on Tuesday, January 19th and 7:00 am – 2:00 pm on Wednesday, January 20th.

- Only hand carried items will be allowed on the floor after 2:00 pm on Wednesday, January 20th

- Confirm your advance order has been received by CDS (email brooke@cds1958.com). If you do not receive a confirmation email and/or an emailed paid receipt, we DID NOT receive your order.

- Freight doors will close and forklift service will cease at 2:00 pm on Wednesday, January 20th.
  Aisles will be cleared and the aisle carpet will be installed.

- Make sure all of your boxes or crates needed for move-out are clearly marked with your company name & booth number in LARGE letters and numbers. CDS will have "Empty" Stickers at the service desk.

Outbound Shipping and Move Out

- Exhibitor move out – Friday, January 22, 2021 3 pm – 12 am

- The Service Carts, Flat Carts & Forklifts will be available beginning at 3:15 pm, Friday, January 22, 2021

- Dock area is reserved for carrier load out only – NO PARKING

- Carriers must check in by 7:00 pm on Friday, January 22, 2021 at the marshalling yard and obtain a pass before coming to the Mobile Convention Center.

- CDS will begin freight carrier loading Friday, January 22, 2021 after all empties have been removed from storage.

- Exhibiting firms are responsible for making certain that shipments are re-packed, labeled and properly executed shipping documents are tendered to CDS before departing show floor.

- The preferred show carriers are YRC Freight System and FedEx Air. CDS can make arrangements with YRC Freight and FedEx Air only! Exhibitors must provide their account numbers and billing information for CDS to schedule arrangements. CDS is not responsible for carrier charges.

- Exhibiting firms not using the preferred show carriers, YRC Freight System or FedEx Air, are responsible for scheduling their own 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 YRC Freight. CDS assumes no liability for such removal or re-routing.

- All pallets and crates MUST be picked up from the Mobile Convention Center.

- Small cartons, packages and cases being shipped UPS or FedEx will be returned to the CDS warehouse in Jackson, MS for outbound processing to begin on Monday, January 25, 2021

Important Information:

- Mobile Convention Center Service Desk: Internet, Electrical & Water Orders ONLY

- CDS – Show Decorator Service Desk: Booth furnishings, Carpet, Wastebasket, Advance Shipments, Outbound Shipments

- All Vendors on the Upper & Lower Concourses MUST set their plants on plastic. NO plants or plant material may go directly on the carpet.
## CDS PAYMENT POLICY:
CDS requires payment in full, including applicable tax, when orders are submitted.
You may choose to pay by credit card or check, however, CDS requires that a credit card authorization be placed on file with your order. Your onsite 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.
CDS will not be responsible for missed deadlines or processing delays resulting from payments mailed separately from order forms.
Checks must be made payable to Convention Display Service and drawn on a U.S. Funds Account.
Purchase Orders are NOT considered payment.

### Refunds/Credits/Discrepancies
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 CDS 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
Gulf States Horticultural Expo 2021

<table>
<thead>
<tr>
<th>Service</th>
<th>Total Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show Specials</td>
<td></td>
</tr>
<tr>
<td>Tables &amp; Accessories</td>
<td></td>
</tr>
<tr>
<td>Sanitation &amp; Social Distancing</td>
<td></td>
</tr>
<tr>
<td>Carpet</td>
<td></td>
</tr>
<tr>
<td>Booth Cleaning</td>
<td></td>
</tr>
<tr>
<td>Material Handling</td>
<td></td>
</tr>
</tbody>
</table>

Convention Display Service, Inc. Federal ID #84-0656926
CDS is exempt from backup withholding tax

RETURN ORDERS WITH PAYMENT TO CDS:
P.O. Box 13387
Jackson, MS 39236-3387
Street Address: 908 Larson Street,
Jackson, MS 39202
By Fax: 601-948-3824
Email: brooke@cds1958.com
Please call Brooke Fuller with any questions or for assistance with your order – 601-948-4228 office / 601-278-1340 cell

## CREDIT CARD AUTHORIZATION – complete all information
- American Express
- MasterCard
- Visa
- Discover

Account # ___________________________ Verification Code ____________

V-Code: MasterCard, Visa, Discover = 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 Company Name __________________________________________
Address _________________________________________________________
City __________________________ State __________ Zip __________
Authorized Contact _____________________________________________
Phone (_____) ____________________ Fax (_____) __________________
× Authorized Signature ____________________ E-Mail address: __________


EXHIBITOR DISINFECTING EQUIPMENT OPTIONS

Protexus Electrostatic Disinfecting
Reduce infection rates through more proactive and comprehensive disinfection procedures.
Order now and CDS will spray your booth with a hospital grade disinfectant.
Price: $25.00 per day per each 10’ x 10’ booth space  # of days ordered

Deluxe Hand Sanitizing Stations
with touchless dispensers and stretch fabric signage using our CDS logo
Refills provided by CDS when empty
Price: $40.00 per station (refills included)
Quantity ordered

Hand Sanitizing Station
using pump disinfectants or disinfectant wipes.
Refills provided by CDS when empty
Price: $25.00 per station (refills included)
Quantity ordered

Infrared Non-contact Digital Thermometers
Price: $25.00 each
Quantity ordered

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

Please return order form to:
Convention Display Service
908 Larson Street
Jackson, MS 39202
Fax - 601-948-3824
Email - brooke@cds1958.com

Company Name:
Phone Number:
Event Name:
Booth:
Email:

In agreeing to place this order I have accepted CDS terms and conditions
SOCIAL DISTANCING
EXHIBITOR EQUIPMENT

CLEAR BARRIERS FOR SOCIAL DISTANCING BOOTH SET-UPS

Prices include labor and metal for set up. All products are industrial grade clear vinyl.

*Special Pricing for 3-sides of 8’ high booth vinyl: $100*

You may also rent the vinyl below at the price listed under photo

4’ h x 10’ w clear vinyl panel
The height is measured from the top of our 8’ high poles. 4’ gap at the bottom of the barrier.
Price per panel - $84.00

6’ h x 10’ w clear vinyl panel
The height is measured from the top of our 8’ high poles. 2’ gap at the bottom of the barrier.
Price per panel - $120.00

6’ h x 4’ w clear vinyl panel
The height is measured from the top of our 8’ high poles. 2’ gap at the bottom of the barrier AND 2’ gap on either side of barrier in the booth
Price per panel - $84.00

6’ h x 2’ w clear vinyl panel
The height is true to dimensions, and the barrier will be placed on custom equipment to fit this size.
Price per panel - $50.00

---

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

Please return order form to:
Convention Display Service
908 Larson Street
Jackson, MS 39202
Fax: 601-948-3824
Email - brooke@cds1958.com

Brooke Fuller
EAI Buies Services
601-948-4223 Office 601-273-1346 Cell
brooke@cds1958.com
www.conventiondisplayservice.com
This order form MUST be returned to Convention Display Service, Inc. with payment in full including tax, by January 11, 2021 to take advantage of these package deals. This SHOW SPECIAL rate will NOT be available after January 11th.

No refunds will be given on items or services not used or cancelled after they have been placed in booth.

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

___ Package A:  
One 9' x 10' carpet  
One 9' x 10' carpet pad  

Please select carpet color:  Gray Mist  Black  Green  

$82.00  
Discount Price  

___ Package B:  
One 6' 30” high skirted table  
One chair  
One wastebasket  

$84.00  
Discount Price  

Please select skirt color:  Black  Hunter green  White  

___ Package C:  
One 9' x 10' carpet  
One 9' x 10' carpet pad  
One 6' 30” high skirted table  
One chair  
One wastebasket  

$166.00  
Discount Price  

Please select carpet color:  Gray Mist  Black  Green  
Please select skirt color:  Black  Hunter green  White  

Sub total  

$__________  

10% Sales Tax  

$__________  

Total  

$__________  

CREDIT CARD  

___MASTERCARD  ___VISA  ___AMEX  ___DISCOVER  

Account # ________________________________  
Exp. Date ____/____  
Security Code: ___ ___ ___  
Print Name on Card ___________________________________________  
Card Holder Signature ________________________________________  

Return order forms with payment to:  
Convention Display Service, Inc.  
P. O. Box 13387, Jackson, MS 39236-3387  
or  
908 Larson Street, Jackson, MS 39202  
Email to: brooke@cds1958.com  
Fax: 601-948-3824  
Please call Brooke at 601-948-4228 (office) or  
601-278-1340 (cell) for assistance  

Company Name: ___________________________________________  
Contact Person: ___________________________________________  
Address: __________________________________________________  
City: ___________________________________ State: _______________ Zip: _______________  
Phone: (_____) _______ Fax: (_____) _______ E-mail: __________________________  
Booth #: _______________  

Gulf States Horticultural Expo 2021 – Mobile, AL  

Signature: ___________________________________________
Gulf States Horticultural Expo  
January 19-22, 2021

**ADVANCE ORDER DEADLINE: JANUARY 11, 2021**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Price before Jan. 11th</th>
<th>Price after Jan. 11th</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Tables 24&quot; wide x 30&quot; high</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Skirted tables include white vinyl top &amp; pleated skirt on 3 sides</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4' 30&quot; table with skirt</td>
<td>$ 55.00</td>
<td>$ 75.00</td>
</tr>
<tr>
<td></td>
<td>6' 30&quot; table with skirt</td>
<td>$ 75.00</td>
<td>$100.00</td>
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<tr>
<td></td>
<td>8' 30&quot; table with skirt</td>
<td>$ 95.00</td>
<td>$125.00</td>
</tr>
<tr>
<td></td>
<td>4&quot; Side Skirt, Optional</td>
<td>$ 20.00</td>
<td>$ 20.00</td>
</tr>
</tbody>
</table>

**DON'T FORGET TO SELECT SKIRT COLOR**

- Hunter Green
- Black
- White

- 4' 30" table - Not skirted $ 30.00 $ 38.00
- 6' 30" table - Not skirted $ 35.00 $ 44.00
- 8' 30" table - Not skirted $ 40.00 $ 52.00

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Price before Jan. 11th</th>
<th>Price after Jan. 11th</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Tables 24&quot; wide x 42&quot; high (counter height)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Skirted tables include white vinyl top &amp; pleated skirt on 3 sides</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4' 42&quot; table with skirt</td>
<td>$ 80.00</td>
<td>$100.00</td>
</tr>
<tr>
<td></td>
<td>6' 42&quot; table with skirt</td>
<td>$ 95.00</td>
<td>$125.00</td>
</tr>
<tr>
<td></td>
<td>8' 42&quot; table with skirt</td>
<td>$110.00</td>
<td>$145.00</td>
</tr>
<tr>
<td></td>
<td>4&quot; Side Skirt, Optional</td>
<td>$ 35.00</td>
<td>$ 35.00</td>
</tr>
</tbody>
</table>

**DON'T FORGET TO SELECT SKIRT COLOR**

- Hunter Green
- Black
- White

- 4' 42" table - Not skirted $ 35.00 $ 44.00
- 6' 42" table - Not skirted $ 41.00 $ 52.00
- 8' 42" table - Not skirted $ 55.00 $ 75.00

Any discrepancy in items ordered & items received or any complaint or question concerning services MUST BE reported IMMEDIATELY to CDS, whether at the service desk or by calling our office at 601-948-4228. Credits and adjustments will not be made based on information received AFTER the show closes.

**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 ¾" holes Mounting accessories for pegboards & gridwalls not provided

- Literature Rack $ 25.00
- Bag Stand $ 25.00
- Chrome Garment Rack $ 10.00

**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

**Sub Total** $ ___

**Add 10 % tax** $ ___

**Payment Enclosed** $ ___

---

**CREDIT CARD**

- _MASTERCARD_  _VISA_  _AMEX_  _DISCOVER_

<table>
<thead>
<tr>
<th>Account #</th>
<th>Exp. Date</th>
<th>Security Code</th>
<th>Print Name on Card</th>
<th>Card Holder Signature</th>
</tr>
</thead>
</table>

**Company Name** __________________________  **Booth #** __________________________

**Contact Name** __________________________

**Mailing Address:** __________________________  **City** __________________________  **State** __________________________  **Zip** __________________________

**Phone (___)** __________________________  **Fax (___)** __________________________  **Email:** __________________________

**Return order forms with payment to:**

Convention Display Service, Inc.
8477 Emerald Drive, P.O. Box 13387, Jackson, MS 39236-3387

or

908 Larson Street, Jackson, MS 39202

Email to: brooke@cds1958.com

Fax: 601-948-3824

Please call Brooke at
601-94-4228 (office) or 601-278-1340 (cell) for assistance
ATTENTION GSHE EXHIBITORS

Exhibitors displaying live plant material and/or chemicals must place protective covering over the carpet.

Visquene can be ordered from the standard carpet order form, which is enclosed.

If you have any questions or need assistance, please contact Brooke Fuller at Convention Display Service, Inc. at 601-948-4228 (office) or 601-278-1340 (cell) or brooke@cds1958.com
# Standard Booth Carpet

**Show:** Gulf States Horticultural Expo  
**Order Deadline:** January 11, 2021  
**Phone Orders Not Accepted**

**Don't forget to select carpet color**  
___ Gray Mist ___ Black ___ Green

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Price before Jan. 11th</th>
<th>Price after Jan. 11th</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Standard Booth Carpet - 9' Wide</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' X 10' Standard Carpet</td>
<td>$63.00</td>
<td>$83.00</td>
</tr>
<tr>
<td></td>
<td>9' X 20' Standard Carpet</td>
<td>$126.00</td>
<td>$166.00</td>
</tr>
<tr>
<td></td>
<td>9' X 30' Standard Carpet</td>
<td>$189.00</td>
<td>$249.00</td>
</tr>
<tr>
<td></td>
<td>Over 30' in length (price per linear foot)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' X ___ Standard Carpet</td>
<td>$6.30'</td>
<td>$8.30'</td>
</tr>
</tbody>
</table>

## Standard Padding

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Price before Jan. 11th</th>
<th>Price after Jan. 11th</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9' X 10'</td>
<td>$40.00</td>
<td>$53.00</td>
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<tr>
<td></td>
<td>9' X 20'</td>
<td>$80.00</td>
<td>$106.00</td>
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<tr>
<td></td>
<td>9' X 30'</td>
<td>$120.00</td>
<td>$159.00</td>
</tr>
<tr>
<td></td>
<td>Over 30' in length (price per linear foot)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>___ x ___</td>
<td>$4.00'</td>
<td>$5.30'</td>
</tr>
</tbody>
</table>

---

**Credit Card**

[Credit card payment details]

---

**Return order forms with payment to:**  
Convention Display Service, Inc.  
P. O. Box 13387, Jackson, MS 39236-3387  
908 Larson Street, Jackson, MS 39202  
Email to: brooke@cds1958.com  
Fax: 601-948-3824  
Please call Brooke at  
601-948-4228 (office) or 601-278-1340 (cell) for assistance

---

Company Name: ____________________________  
Booth #: ____________________________  
Print Contact Name: ____________________________  
Title: ____________________________  
Phone (___): ____________________________  
Fax (___): ____________________________  
Email: ____________________________  
x Authorized Signature
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

☐ VACUUMING OF BOOTH ☐ ONCE PRE-SHOW OR ☐ DAILY ___ DAYS

Total # of Sq. Ft
_____ x $.30 Per Day

$_____

☐ EMPTY WASTEBASKETS
Daily

___ Days @ 18.00
Per Booth Per Day

$_____

CREDIT CARD

☐ MASTERCARD ☐ VISA ☐ AMEX ☐ DISCOVER

Account #______________________________
Exp. Date __/____
Security Code: ________
Print Name on Card______________________
Card Holder Signature____________________

Return order forms with payment to:
Convention Display Service, Inc.
P. O. Box 13387, Jackson, MS 39236-3387
or
908 Larson Street, Jackson, MS 39202
or
Email to: brooke@cds1958.com
Fax: 601-948-3824
Please call Brooke at
601-948-4228 (office) or 601-278-1340 (cell) for assistance

Exhibiting Company Name: ___________________________ Booth # __________
Contact Name: ___________________________ Title: ___________________________
Address: ___________________________
City: ___________________________ State: ______ Zip: ______
Phone: (____) _______ Fax: (____) _______ E-Mail: ___________________________
INSTALL & DISMANTLE 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.

<table>
<thead>
<tr>
<th>INSTALL</th>
<th>NO. OF MEN</th>
<th>DATE</th>
<th>TIME</th>
<th>APPRX. HRS</th>
<th>AMOUNT DUE</th>
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<tbody>
<tr>
<td>☐ST ☐OT</td>
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<td></td>
</tr>
</tbody>
</table>

| DISMANTLE     |            |      |      |            |            |
| ☐ST ☐OT       |            |      |      |            |            |

☐ CDS SUPERVISION

PROCEED WITH INSTALLATION at the earliest time. Exhibit will be installed on straight time whenever possible.
☐ Set up instructions are enclosed with order
☐ Set up instructions are with the exhibit

To insure an efficient and proper installation, set up instructions must be provided

☐ EXHIBITOR SUPERVISION

DO NOT PROCEED.

Exhibitor's representative will come to the 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.

Return order forms with payment to:
Convention Display Service, Inc.
P. O. Box 13387, Jackson, MS 39236-3387 or
908 Larson Street, Jackson, MS 39202 or
Email to: brooke@cds1958.com
Fax: 601-948-3824
Please call Brooke at 601-948-4228 (office)
or 601-278-1340 (cell) for assistance

Exhibiting Company Name: ________________________ Booth #: __________
Contact Person: __________________________________________
Address: ________________________________________________
City: ___________________________________________ State_____ Zip: __________
Phone: [___] ______________________ Fax: [___] ______________________
E-mail: ______________________
Signature: ________________________
2021 Gulf States Horticultural Expo  
Mobile Convention Center – Mobile, AL  
January 19-22, 2021

SHIPPING AND MATERIAL HANDLING TIPS

It is the responsibility of the exhibiting company to arrange any and all shipments to the CDS advance warehouse or the Venue.

Exhibitors should make certain that all material is properly insured against fire, theft, damage and all hazards while in transit, to and from your booth, and for the duration of the show. While it is understood that Convention Display Service, Inc. will use its best efforts to protect the Exhibitor’s property, it is not responsible for loss, theft or damage.

WEIGHT AND PIECE COUNT

Material handling charges are calculated by total weight of each delivery made to receiving dock via LTL Carriers. Consolidate your shipment whenever possible. Separate shipments received by CDS will not be combined. The appropriate charge applies to each shipment that CDS receives. Shipments arriving at the same time from different carriers are considered separate shipments. Please be aware that FedEx and UPS may split shipments resulting in CDS receiving multiple shipments.

BILLED WEIGHT is based on incoming weight, whether the material handling services by Convention Display Service are used completely or in part. The weight is rounded up to the nearest one hundred pounds (100 lbs.) and is taken from the INBOUND BILL OF LADING and/or the Certified Weight Ticket. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by Convention Display Service. These weights will prevail.
THERE IS A 200 lb. MINIMUM CHARGE ON ALL SHIPMENTS OVER 50 lbs.

Shipments received without individual carrier receipts (UPS, FedEx & other small package or specialized carriers) will be delivered to the booth without guarantee of piece count or condition. No liability will be assumed by CDS for such shipments.

A Credit Card Must Be On File If Material Handling Services Are Required.

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

CDS MATERIAL HANDLING CHARGES DO NOT INCLUDE PAYMENT OF CARRIER CHARGES

Outbound shipments

Outbound shipping is not an automatic process. Outbound Bills of Lading must be completed and turned in to the CDS Service Desk. Do not leave outbound Bills of Lading in your booth. Exhibitors who wish to ship outbound materials via any carrier other than the official show carriers (YRC and FedEx Air) 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.
Directions to the Marshalling Yard on
Claiborne Street @ Mobile Civic Center

Traveling I-10 East: Exit 26A Canal Street. Cross Canal Street onto Claiborne Street. Parking lot is on the left.

Traveling I-10 West: Exit 25A Texas St. Turn left and return onto I-10 eastbound. Exit 26A Canal Street. Cross Canal Street onto Claiborne Street. Parking lot is on the left.

Traveling from U.S. 98: U.S. 98 is also known as Government Street in the downtown area. From U.S. 98 in downtown, turn right onto Claiborne Street. Go two (2) blocks and parking lot is on the right.

Traveling from I-65 South: Take the I-165 connection (Exit 9). Exit at Water Street. Go nine (9) blocks and take the exit for Canal Street. Turn right onto S. Jackson Street. The parking lot is just ahead on the left.

Directions from Marshalling Yard to Convention Center

1. Turn Right out of the Civic Center parking lot onto Claiborne Street.

2. Take a left onto Water Street at the first traffic signal.

3. Continue along Water Street until you see the Convention Center on the right. To unload/load, continue to the stop light at Dauphin Street at the far end of the Convention Center. Turn right and cross the train tracks. The loading dock is in the tunnel on your right.

ATTENTION EXHIBITORS

Please note that all vehicles must report to the GSHE Marshalling Yard to receive a move-in pass prior to reporting to the Mobile Convention Center. Vehicles without a pass will not be allowed to unload. For move-out, vehicles are again required to report to the Marshalling Yard prior to loading up their booth.
Gulf States Horticultural Expo  
Mobile Convention Center – Mobile, AL  
January 19-22, 2021  
Page 1

EXHIBITOR INFORMATION

MOVE IN/SET UP:

- Empty stickers (to be placed on each empty container) should be picked up at the Exhibitor Service Desk. Each container should have an empty sticker with your company name and booth number clearly marked. These containers are picked up throughout the move-in days and are stored during the show. They will be returned to your booth after the close of the show once all aisle carpet has been removed.

- Freight doors will close and forklift service will cease at 2:00 pm on Wednesday, January 20, 2021. Aisles will be cleared and the aisle carpet will be installed.

- Only hand held items will be allowed on the floor after 2:00 pm on Wednesday, January 20, 2021.

PRIOR TO CLOSE OF SHOW:

- Stop by the CDS Service Desk to pick up your Bill of Lading/Airbills for outbound shipping with FedEx Air or YRC. Generic Bill of Ladings are also available.

  Note: Outbound Material Handling Charges will apply if CDS did not handle your inbound shipment

- CDS Personnel will be on site during exhibitor move in and move out for assistance.

- Any and all shipments, regardless of carrier, MUST have a completed Bill of Lading.

SHOW CLOSE:

- Dock area is reserved for carrier load out only – NO PARKING

- The Show will officially close at 3:00 pm on Friday, January 22, 2021

- Empty crates, pallets, cartons, etc. cannot be removed from storage and delivered to booths until aisle carpet has been removed.

- All Exhibitors are requested to keep the aisles clear until the aisle carpet has been removed and the empty items have been returned to booths.

- CDS will begin freight carrier loading Friday, January 22, 2021 after all empty items have been removed from storage.
Outbound shipping is not an automatic process. Please read!

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

- Each shipment must have a completed Credit Card Authorization Form and Material Handling Agreement in order for CDS to handle the shipping your outbound freight. All pieces must be labeled individually. It is your responsibility to pack up your shipment and attach shipping labels and a Bill of Lading.

- Consistent with trade show industry practices, there may be a lapse of time between your departure time and the actual pick up of your materials. During this time, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials. If you prefer, you may leave your packed materials in your booth unattended, with the understanding that CDS, GSHE or the Mobile Convention Center will not be responsible for any lost or stolen materials.

- If you have multiple items to be shipped, group the portions together so a stray piece will not be overlooked.

- After your materials are packed, labeled and ready to be shipped, return the completed Bill of Lading, Material Handling Agreement along with the Credit Card Authorization to the CDS Service Desk. Do not leave outbound Bills of Lading in your booth.

- Exhibitors who wish to ship outbound materials via any carrier other than the official show carriers MUST call them to arrange on-site pick up. Be advised that most carriers will not come the day they are called. Plan ahead!

- Any shipments left on the show floor, REGARDLESS OF CARRIER, must have a completed Bill of Lading that is turned in to CDS.

- In the event your selected carrier fails to arrive by the designated time listed on the return shipping form in the exhibitor kit, CDS reserves the right to re-route the shipment via one of our official show carriers, at the exhibitor’s expense. NO shipments will be left on the show floor.

- Shipments without paperwork turned in to CDS will be returned to the CDS Warehouse or forced onto another carrier at Exhibitor’s expense.

- All pallets, crates & like materials must ship from show site on Friday, January 22, 2021.

- Small cartons, packages and cases being shipped via FedEx or UPS will return to CDS warehouse in Jackson, MS for outbound processing on Monday, January 25, 2021.
Convention Display Service, Inc. is the official drayage/material handling contractor for this event. Please read all information contained in this section carefully so 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  
GSHE Booth #  
c/o CDS at YRC  
1111 Virginia Street  
Mobile, AL 36604

Receiving hours are 8:00 AM TO 4:00 PM, Monday – Friday, Closed Saturday & Sunday

**SHIPMENTS WILL BE ACCEPTED AT THE ADVANCE WAREHOUSE ADDRESS BETWEEN DECEMBER 11, 2020 AND JANUARY 11, 2021**

If you cannot meet this shipping schedule, please contact Brooke at 601-948-4228 or brooke@cds1958.com. Exhibitors will be charged by CDS accordingly.

**DIRECT TO SITE**

Exhibiting Firm Name  
GSHE Booth #  
c/o Mobile Convention Center  
1 South Water Street  
Mobile, AL 36602

**SHIPMENTS WILL NOT BE ACCEPTED ON-SITE UNTIL TUESDAY, JANUARY 19, 2021.**

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 by CDS 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.
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DIRECT TO SHOW SITE SHIPPING LABEL

Shipments accepted at this location on or after:
Tuesday, January 19, 2021

TO: ____________________________
(Your Company Name)

Gulf States Horticultural Expo
c/o Mobile Convention Center
1 South Water Street
Mobile, AL 36602

BOOTH NUMBER: _________________

PIECE _____ OF ______
(Please number each piece)

Any shipments accepted, signed for or placed in booth by CDS employees will incur material handling charges

DIRECT TO SHOW SITE SHIPPING LABEL

Shipments accepted at this location on or after:
Tuesday, January 19, 2021

TO: ____________________________
(Your Company Name)

Gulf States Horticultural Expo
c/o Mobile Convention Center
1 South Water Street
Mobile, AL 36602

BOOTH NUMBER: _________________

PIECE _____ OF ______
(Please number each piece)

Any shipments accepted, signed for or placed in booth by CDS employees will incur material handling charges
MATERIAL HANDLING
RATE SCHEDULE
GULF STATES HORTICULTURAL EXPO

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.

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.

- ALL SHIPMENTS MUST ARRIVE PREPAID. COLLECT SHIPMENTS WILL BE REFUSED.
- RATES DO NOT INCLUDE PAYMENT OF CARRIER CHARGES

MATERIAL HANDLING FEES

- $100.00 Minimum Charge 51 lbs. to 200 lbs.
- $50.00 CWT per hundred weight 201 lbs. and over

Small packages: = Maximum weight per piece, per delivery is 50 lbs.

- First small package 1 lb. – 50 lbs. $30.00
- Each additional package in shipment 1 lb. – 50 lbs. $12.00 each

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 = Material Handling Charge (201 lbs. and over) = $_______

$100.00 Minimum Charge - single shipment of 51 lbs. to 200 lbs. = $_______

Small Package – Maximum weight per piece, per delivery is 50 lbs.
First small package is $30.00 Each additional small package in shipment is $12.00 each Total = $_______

CREDIT CARD

[Information about credit card payment]

Return order forms with payment to:
Convention Display Service, Inc.
P. O. Box 13387, Jackson, MS 39236-3387
or
908 Larson Street, Jackson, MS 39202
or
Email to: brooke@cds1958.com
Fax: 601-948-3824
Please call Brooke at 601-948-4228 (office) or 601-278-1340 (cell) for assistance

Exhibiting Company Name:
Print Contact Name:
Mailing Address: City State Zip
Phone Fax: E-Mail
Signature
RETURN SHIPPING FORM
2021 GULF STATES
HORTICULTURAL EXPO

CDS WILL BE ON SITE TO ASSIST WITH OUTBOUND SHIPPING SERVICES DURING SHOW HOURS AND AT THE CLOSE OF THE 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.

SHIP TO: COMPANY NAME ____________________________________________
ADDRESS _________________________________________________________
CITY __________________________________________ STATE ____ ZIP CODE ______

BILL TO: COMPANY NAME ____________________________________________
ADDRESS _________________________________________________________
CITY __________________________________________ STATE ____ ZIP CODE ______

MY SHIPMENT MUST ARRIVE AT THE ABOVE SHIP TO 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. FAILURE TO CONFIRM FINANCIAL ARRANGEMENTS FOR CDS MATERIAL HANDLING SERVICES IN ADVANCE MAY RESULT IN SHIPPING DELAYS

PLEASE INDICATE YOUR OUTBOUND SERVICE PROVIDER BELOW:

☐ YRC FREIGHT SYSTEM  YRC Account # ________________________________

☐ FEDEX AIR  FedEx Acct. # ________________________________

☐ OTHER CARRIER (please name) _____________________________________________

CDS will make outbound arrangements with YRC Freight and FedEx Air only! Exhibiting Companies must make their own outbound arrangements with any other carrier.

Carriers must be on site for pick up by 7:00 pm on Friday, January 22, 2021 and must obtain a pass from the Marshalling yard before coming to the Mobile Convention Center for outbound 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.

All Pallets and Crates MUST be picked up from the show site.

Small cartons, packages and cases being shipped via FedEx or UPS will be returned to the CDS warehouse in Jackson, MS for outbound processing to begin at Noon on Monday, January 25, 2021.

If freight is taken to the dock by CDS or loaded by CDS, there will be a material handling charge.
If freight is left unattended on the dock or in the booth by exhibitor, CDS will count & ship pieces as found when loading out. There will be a material handling charge.

CONVENTION DISPLAY SERVICE, INC. DOES NOT PREPAY OUTBOUND CARRIER CHARGES

CONVENTION DISPLAY SERVICE, INC. RESERVES THE RIGHT TO RE-ROUTE ANY SHIPMENT IF A DESIGNATED CARRIER FAILS TO CHECK IN WITH THE FREIGHT DESK BY 7:00 pm on Friday, January 19, 2021. 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.

Return To: CONVENTION DISPLAY SERVICE, INC., P. O. BOX 13387, JACKSON, MS 39236-3387 OR 906 LARSON STREET, JACKSON, MS 39202 / FAX: 601-948-3824 - brooke@cds1958.com

Company Name _____________________________________________________________________________
Address ___________________________________________________________________________________
City __________________________________________ State ______ Zip ______
Authorized Contact _______________________________________________ Title ______________
Phone ( _ ) __________________________________ Fax ( _ ) ______________
x Authorized Signature _______________________________________________ E-Mail: _____________________________
REQUESTS AND PAYMENTS FOR

ELECTRICAL & WATER SERVICES

MUST BE SUBMITTED TO THE MOBILE CONVENTION CENTER VIA THEIR WEBSITE.

See attached information sheet for the Mobile Convention Center’s online ordering instructions.
Dear Gulf States Horticulture Exhibitors:

To provide you with better service and to better protect your personal information, the Mobile Convention Center can no longer process Exhibitor Services forms via facsimile, email, or mail. You will now order electrical and water services through a secured website.

To order services, please go to www.mobileconventions.com. On the main page select the Exhibitor Services option under the "Exhibit at an Event" tab. From there you will select your convention from a drop down menu. Once you agree to the terms and conditions, the order form page will appear. You will process your order from there.

We appreciate the opportunity to better serve you while also promoting a greener environment by reducing waste.

Thank you,

Mobile Convention Center
2021 GULF STATES HORTICULTURAL EXPO
MOBILE CONVENTION CENTER – MOBILE, AL
JANUARY 19-22, 2021

REQUESTS AND PAYMENTS FOR
INTERNET SERVICES

MUST BE SUBMITTED TO
JMF SOLUTIONS.

See attached information sheet for JMF Solutions ordering instructions.
Mobile Convention Center Internet Service

JMF Solutions (877) 404-4717

JMF Solution is honored to be the Internet provider for the Mobile Convention Center. We provide Internet access to presenters and guests throughout the entire convention center. The following options are available that will allow access to you where and how you need it. We will provide you with the online resources you need to keep presenters and guests connected.

SINGLE USER WIRELESS INTERNET- PAY ONLINE

$14.95 to connect to a single computer/device daily. To connect- open the browser on your device, which will take you to a webpage to purchase access.

WIRED INTERNET

Some guests may require a wired connection for connecting printers or other wired network devices. A wireless bridge is available to meet these needs and allows for 4 wired devices to be connected at one location. A JMF technician will help you install the devices you need and make sure that the wireless connection has been established.

$14.95 to connect daily per device. $100 installation fee.

For guests with demanding Internet requirements, i.e... streaming video, we have the following HARDWIRED bandwidths available. There is a $100 installation fee.

$199.00- 5mb down x 5mb up

$279.00- 10mb down x 10mb up

$349.00- 15mb down x 15mb up

SPONSORED INTERNET

Provide Internet access for all connected devices at the event. When guests login the network will show your business name, i.e.... Your Name Wireless.

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<th>Number of connected devices</th>
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