



## EXHIBITOR SERVICE KIT

**FARM EQUIPMENT MANUFACTURERS ASSOCIATION  
BEAU RIVAGE RESORT – BILOXI, MS  
MARCH 29, 2012**

### SHOW SCHEDULE

<b><u>EXHIBITOR MOVE IN:</u></b>	THURSDAY	MARCH 29, 2012	6:30 AM
<b><u>SHOW OPENS:</u></b>	THURSDAY	MARCH 29, 2012	2:30 PM
<b><u>SHOW CLOSES:</u></b>	THURSDAY	MARCH 29, 2012	5 PM
<b><u>SHOW DISMANTLE:</u></b>	THURSDAY	MARCH 29, 2012	5 PM
<b><u>SHOW SPECIFICATIONS:</u></b>	BOOTH SIZE	10' WIDE X 8' DEEP	
	SHOW COLORS	RED	
	EXHIBIT HALL	CARPETED	

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

8' HIGH RED BACK DRAPES AND 3' HIGH RED 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 RED SKIRT  
TWO CHAIRS  
ONE WASTEBASKET

**ELECTRICAL SERVICE IS AVAILABLE AT AN ADDITIONAL COST. ORDER FORM ENCLOSED**

PLEASE DIRECT THIS PACKET TO THE PERSON RESPONSIBLE FOR YOUR EXHIBIT



**FARM EQUIPMENT  
MANUFACTURERS ASSN  
BEAU RIVAGE RESORT – BILOXI, MS  
MARCH 29, 2012**

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 **MARCH 22, 2012** 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><b>THIS FORM MUST ACCOMPANY ALL ORDERS</b></p> <p><b>PAYMENT POLICY:</b> 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;"><b>NO REFUNDS WILL BE GIVEN FOR SERVICES NOT USED OR CANCELLED AFTER INSTALLATION.</b></div> <p><b>Questions, problems or discrepancies must be reported during exhibitor set up. No credits or adjustments will be considered after the show closes.</b></p> <ul style="list-style-type: none"> <li>• <b>CHECKS</b> - Must be payable to CONVENTION DISPLAY SERVICE &amp; drawn on US funds account</li> <li>• <b>PURCHASE ORDERS</b> – NOT CONSIDERED PAYMENT</li> <li>• <b>PHONE ORDERS NOT ACCEPTED</b></li> </ul>	<p><b>ORDER RECAP</b> <span style="float: right;">Total from each page</span></p> <hr/> <p>Standard Furnishings _____</p> <p>Electrical Service _____</p> <p>Cleaning _____</p> <p>Labor _____</p> <p>Material Handling _____</p> <p>Deluxe Booth Signs _____</p> <p style="text-align: right;"><b>For Mailed Receipt Add \$ 2.00</b></p> <p style="text-align: right;"><b>Grand Total \$ _____</b></p> <p style="text-align: center;"><b>Convention Display Service, Inc. Federal ID #64-0656926</b> 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: **FARM EQUIPMENT MANUFACTURERS 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: FARM EQUIPMENT MANUFACTURERS ASSN**  
**Discount Deadline: MARCH 22, 2012**  
**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 <sup>th</sup> 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 <sup>th</sup> Side Skirting, Optional	\$ 30.00		___

Note \*4' comes skirted on 4 sides

**TABLE SKIRTS WILL BE RED**

**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 _____
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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: \_\_\_\_\_



ELECTRICAL SERVICE

Show: FARM EQUIPMENT MANUFACTURERS ASSN  
 Discount Deadline: MARCH 29, 2012  
 Phone Orders Not Accepted

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

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

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

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

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

All electrical connections must be made by the contractor to conform with the electrical code. Wall outlets, post or floor outlets are not a part of booth space. All booths are individually checked during show to determine actual users of power. Exhibitors found using power where no outlets have been ordered prior to show are subject to 1 1/2 times normal rate for outlets used.

Qty	Description	Advance Price	Floor Price
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120 Volt Service

___ 500 Watts ( 5 Amps)	\$106.00	\$126.00	___
___ 1000 Watts (10 Amps)	\$116.00	\$139.00	___
___ 1500 Watts (15 Amps)	\$126.00	\$151.00	___
___ 2000 Watts (20 Amps)	\$136.00	\$166.00	___

208 Volt – Single Phase Service

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

208 Volt – Three Phase Service

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

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

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

Total all items ordered on this sheet	_____
Add 7% tax	_____
Payment Enclosed	_____

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.

Return to CDS at

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

By e-mail to orders@cds1958.com  
 By fax to 601-948-3824

Exhibiting Firm Name \_\_\_\_\_ Booth # \_\_\_\_\_

Print Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

X Authorized Signature \_\_\_\_\_ E-Mail: \_\_\_\_\_



# BOOTH CLEANING AND JANITORIAL SERVICES

**ORDER DUE BY MARCH 22, 2012**  
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: **FARM EQUIPMENT MANUFACTURERS ASSOCIATION**

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)  
orders@cds1958.com



**LABOR**  
**ORDER DUE BY**  
**MARCH 22, 2012**  
 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
<b>INSTALL</b> <input type="checkbox"/> ST <input type="checkbox"/> OT					
<b>DISMANTLE</b> <input type="checkbox"/> ST <input type="checkbox"/> OT					

<input type="checkbox"/> <b>CDS SUPERVISION</b>  <b>PROCEED WITH INSTALLATION at the earliest time.</b> Exhibit will be installed on straight time whenever possible.  <input type="checkbox"/> Set up instructions enclosed with order <input type="checkbox"/> Set up instructions with exhibit  To insure an efficient and proper installation, set up instructions must be provided	<input type="checkbox"/> <b>EXHIBITOR SUPERVISION</b>  <b>DO NOT PROCEED.</b> Exhibitor's representative will call at Service Desk for labor at _____ <input type="checkbox"/> AM <input type="checkbox"/> PM  No labor will be dispatched directly to the booth. Exhibitors must come to the service desk to sign out required number of men and return to the service desk upon completion of work to release labor. Starting time other than 8 AM cannot be guaranteed.
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Please indicate the service desired. If procedure is not indicated, labor will not be assigned until exhibitor reports to the service desk. A one hour minimum per man will be charged if exhibitor does not pick up labor as specified.

CREDIT CARD   __ MASTERCARD   __ VISA   __ AMERICAN EXPRESS ACCT NUMBER _____ EXP __/____ VERIFICATION CODE _____ PRINT CARD HOLDER NAME _____ CARD HOLDER SIGNATURE _____
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**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: **FARM EQUIPMENT MANUFACTURERS 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



**FARM EQUIPMENT MANUFACTURERS ASSN  
BEAU RIVAGE RESORT – BILOXI, MS  
MARCH 29, 2012**

**SHIPPING AND MATERIAL HANDLING TIPS**

**Exhibitors Should Make Certain That All Material Is Properly Insured Against Fire, Theft, Damage And All Hazards While In Transit, To And From Your Booth, And For The Duration Of The Show. While It Is Understood That Convention Display Service, Inc. Will Use Its Best Efforts To Protect The Exhibitor's Property, It Is Not Responsible For Loss, Theft Or Damage.**

WEIGHT AND PIECE COUNT

**MATERIAL HANDLING CHARGES ARE CALCULATED BY TOTAL WEIGHT OF EACH DELIVERY MADE TO RECEIVING DOCK VIA LTL CARRIERS. SHIP ITEMS TOGETHER WHEN POSSIBLE.**

**SHIPMENTS RECEIVED WITHOUT INDIVIDUAL CARRIER RECEIPTS (UPS, FEDEX & OTHER SMALL PACKAGE OR SPECIALIZED CARRIERS) WILL BE DELIVERED TO THE BOOTH WITHOUT GUARANTEE OF PIECE COUNT OR CONDITION. NO LIABILITY WILL BE ASSUMED BY CDS FOR SUCH SHIPMENTS.**

**UNCRATED OR LOOSE MATERIALS AND LOCAL DELIVERIES WILL BE ACCEPTED AT THE SHOW SITE ONLY.**

- A Credit Card Must Be On File If Material Handling Services Are Required.
- ALL SHIPMENTS MUST ARRIVE FREIGHT PREPAID. COLLECT SHIPMENTS WILL BE REFUSED.
- CDS MATERIAL HANDLING CHARGES DO NOT INCLUDE PAYMENT OF CARRIER CHARGES



# MATERIAL HANDLING RATE SCHEDULE

STRAIGHT TIME: **MONDAY - FRIDAY**  
8 AM - 4:00 PM

OVERTIME: **BEFORE 8 AM OR AFTER 4:00 PM - WEEKDAYS**  
SAT., SUN., HOLIDAYS

RATES APPLY TO EACH 100 LBS OR FRACTION THEREOF. EACH DELIVERY IS CONSIDERED SEPARATELY. NO CUMULATIVE WEIGHTS WILL BE ALLOWED ON MINIMUMS, SPLIT SHIPMENTS, ETC.

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

**CHARGES INCLUDE THE FOLLOWING SERVICES**

- \* 1. Receive & store **crated, boxed or skidded shipments** (30 days free storage prior to exhibitor move-in)
- \* 2. Handling to Exhibit Hall
- \* 3. Charges from dock to exhibitor's space, empty crate removal and return, and loading out on carrier are all included in rate
- \* Uncrated or loose materials and local deliveries will be accepted at the show site only.

**RATES**

- **\$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)

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**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 1<sup>st</sup> 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 \_\_\_/\_\_\_

V-CODE \_\_\_\_\_

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 **FARM EQUIPMENT MANUFACTURERS 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)



**SHIPPING & MATERIAL HANDLING  
INFORMATION  
FARM EQUIPMENT  
MANUFACTURERS 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  
Farm Equip Mfg. Booth #  
% CDS at ABF Freight System  
12297 Highway 67  
Biloxi, MS 39532**

**SHIPMENTS SHOULD ARRIVE AT THE ADVANCE RECEIVING ADDRESS BY MONDAY, MARCH 26, 2012 TO INSURE PROPER HANDLING. Material handling rates enclosed. 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**

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**DIRECT TO SITE**

**Beau Rivage Resort & Casino  
Attn: \_\_\_\_\_ (name of person who will pick up item) Hotel Guest  
or Non-Guest  
Exhibiting Firm Name  
Farm Equip Mfg. Booth #  
875 Beach Blvd  
Biloxi, MS 39530  
Box 1 of \_\_\_\_\_**

**SHIPMENTS WILL NOT BE ACCEPTED ON-SITE UNTIL WEDNESDAY, MARCH 28, 2012. CDS will not be responsible for refused or delayed shipments resulting from attempted deliveries to show site prior to this date.**

*All small package items shipped to the facility can be picked up at the Business Center. Please contact the Beau Rivage at 228-386-7155 for Business Center hours and rates.*

*Convention Display Service, Inc. is not responsible for retrieval of show materials shipped to the hotel.*

**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.



RETURN SHIPPING FROM  
FARM EQUIPMENT  
MANUFACTURERS ASSN

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

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

SHIP TO: \_\_\_\_\_  
 \_\_\_\_\_  
 CITY \_\_\_\_\_  
 STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**SHIPMENT MUST ARRIVE AT THE ABOVE ADDRESS NO LATER THAN \_\_\_\_\_**

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

**PLEASE INDICATE OUTBOUND SERVICE PROVIDER**

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

**ABF FREIGHT SYSTEM** ABF 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

**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 6 PM, THURSDAY, MARCH 29, 2012
- 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  
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