



## EXHIBITOR SERVICE KIT

### 36<sup>th</sup> Annual MECA Conference Jackson Convention Complex - Jackson, MS February 5-6, 2019

#### SHOW SCHEDULE

<b><u>EXHIBITOR MOVE IN:</u></b>	Monday	February 4, 2019	7:30 AM – 4 PM
<b><u>SHOW HOURS:</u></b>	Tuesday	February 5, 2019	7:30 AM – 4 PM
	Wednesday	February 6, 2019	8 AM - Noon
<b><u>SHOW DISMANTLE:</u></b>	Wednesday	February 6, 2019	Noon
<b><u>SHOW SPECIFICATIONS:</u></b>	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 numbered ID sign  
 One 6' table with white top and black skirt  
 Two chairs  
 One wastebasket

**Premier booths** are not provided with 8' drapes or 3' side dividers but will be carpeted and receive one 6' skirted table, two chairs and one wastebasket

**Please Note** – One 5 amp electrical connection is provided per exhibiting firm (not per booth space)

**Additional electrical service and booth furnishings** are available at an additional cost. Order forms attached. Contact Terri French with CDS at [terri@cds1958.com](mailto:terri@cds1958.com) or 601.948.4228 if you have questions.

**Wireless internet** available at no charge, for wired connections contact Marcine Freeman at [exhibit@ms-meca.org](mailto:exhibit@ms-meca.org) or 601.540.0016

**Lead retrieval** service is available through American Tradeshow Services (ATS) – Order form attached

PLEASE DIRECT THIS PACKET TO PERSON RESPONSIBLE FOR YOUR EXHIBIT



**MECA CORE 2019**  
**JACKSON CONVENTION COMPLEX**  
**JACKSON, MS**  
**FEBRUARY 4-8, 2019**

**ATS**  
 217 General Patton Ave.  
 Mandeville LA, 70471

**Lead Retrieval Order Form** **DISCOUNT DEADLINE: FRIDAY JANUARY 4, 2019**

**CHOOSE YOUR UNIT(S)**



**Mobile Plus™**

- Wireless Handheld Unit
- Cellular connected
- Large Touch Screen Display
- Real-Time Online Lead Management
- Customize Qualifiers Online - \$55 savings!
- Extended Battery Life

**\$359.00**

(Before 1/4/2019)

\_\_\_\_\_ (# of Units)

**\$409.00**

(Show Rate)



**iPad® Mini Plus™**

- ATS iPad Mini (LeadsPlus App Enabled)
- Large HD Display
- Take Notes with Siri Voice to Text
- Customizable Qualifiers
- Real-Time Lead Management
- No Network Connection Necessary

**\$449.00**

(Before 1/4/2019)

\_\_\_\_\_ (# of Units)

**\$499.00**

(Show Rate)

*\*Uploads Leads Automatically when (devices) have internet connectivity*



**LeadsPlus™ App**

- Utilizes your personal device
- iPhone® or iPad® with iOS 7.0 or higher  
Android® phones with OS 4.0 or higher
- Custom Qualifiers Included
- Note Taking Capabilities
- No Network Connection Necessary

**\$359.00**

(First License)

\_\_\_\_\_ (# of Units)

**\$99.00**

(Additional License)

*\*Uploads Leads Automatically with internet connectivity*

**APP BUNDLE OPTIONS**    **3 Pack Bundle**  **\$499.00**    **6 Pack Bundle**  **\$799.00**    **10 Pack Bundle**  **\$999.00**

**Sub-Total=** \_\_\_\_\_

**ADDITIONAL SERVICES FOR THE MOBILE PLUS**

<b>Z Printer Plus™</b> *1 per unit ordered	<b>\$75.00</b> (Before 1/4/2019)	<b>\$95.00</b> (Show Rate)	<input type="checkbox"/>	_____
<b>Custom Survey</b> *1 per unit ordered	<b>\$60.00</b> (Before 1/4/2019)	<b>\$80.00</b> (Show Rate)	<input type="checkbox"/>	_____
<b>Delivery &amp; Setup</b> <small>OPTIONAL *Not for app</small>	<b>\$65.00</b> (Before 1/4/2019)	<b>\$85.00</b> (Show Rate)	<input type="checkbox"/>	_____

**ADD IT UP**

**Total Due (in US funds)** = \$ \_\_\_\_\_

**COMPANY** \_\_\_\_\_ **BOOTH NO.** \_\_\_\_\_  
**EMAIL** \_\_\_\_\_  
**ALTERNATE EMAIL** \_\_\_\_\_  
\*These emails will be sent login credentials to access leads  
**ADDRESS** \_\_\_\_\_ **CITY, STATE, ZIP, COUNTRY** \_\_\_\_\_  
**ORDER CONTACT** \_\_\_\_\_ **PHONE NO.** \_\_\_\_\_  
**ONSITE CONTACT** \_\_\_\_\_ **ONSITE CELL PHONE** \_\_\_\_\_

Visit Us at: [www.american-tradeshow.com](http://www.american-tradeshow.com)

Email Orders to: [orders@american-tradeshow.com](mailto:orders@american-tradeshow.com)

Questions? Please call: 985-809-0600, ext. #777    Fax: 985-809-1888

Mail Checks to: **ATTN - American Tradeshow Services** | 217 General Patton Ave. Mandeville, LA 70471

Click [HERE](#) to Order Online

Username: **MECA2019**

Password: **6319**



MECA CORE 2019
JACKSON CONVENTION COMPLEX
JACKSON, MS
FEBRUARY 4-8, 2019



Payment Authorization Form

\*A credit card is required on all orders as a security deposit on rental equipment. See Terms & Conditions at the bottom of this page.

COMPANY
ORDER CONTACT
EMAIL FOR INVOICE
PHONE NUMBER

Choose Payment Method:

To Pay By Credit Card

We accept American Express, MasterCard and Visa. Please choose "To Pay By Credit Card" option and enter your credit card details below. Your credit card will be charged upon receipt of your order and an email confirmation/receipt will be sent to the email address listed on Page 1 of the order form.

To Pay By Company Check (Security Deposit Required\*)

Please make checks payable to American Tradeshow Services. Please choose "To Pay By Check" option and enter your credit card number below for security deposit purposes. Please check the "Security Deposit Use Only" checkbox. Checks are due in the office ten (10) days prior to show start. Checks must be in US Funds and be drawn from a US Bank.

To Pay By Wire Transfer (Security Deposit Required\*)

For information on paying by Wire Transfer, please contact Exhibitor Services at 985-809-0600, ext 201. Wire Transfers must be paid in US Dollars. Please choose "To Pay By Wire Transfer" and enter your credit card number below for security deposit purposes. Please check the "Security Deposit Use Only" checkbox. An invoice will be sent once your order is processed along with details on how to complete your wire transfer transaction. Wire Transfers are due in the office ten (10) days prior to show start.

Credit Card Details \*Required For All Orders

Form fields for credit card details including logos for American Express, MasterCard, and VISA, and checkboxes for security deposit use.

Terms & Conditions

All equipment ordered must be picked up at the service desk prior to the start of the show unless you have selected the Delivery and Setup option. Refunds will not be made for unclaimed equipment. Equipment must be returned to the service desk within one hour after the close of the show to avoid additional charges. If ATS staff has to pick up your scanner, you will be charged \$100.00. Renter is responsible for the full replacement value of lead retrieval equipment if lost, stolen or damaged while in possession of renter. All cancellations received earlier than seven (7) working days prior to show opening date will be subject to a \$75.00 service fee. All cancellations received within seven (7) working days prior to show opening date will be billed at full rental price and will not be eligible for refund. A credit card is required on all orders as a security deposit on rental equipment. ATS will not charge anything to credit card held as security deposit with out prior authorization, however, ATS reserves the right to charge fees associated with lost, stolen or damaged units as a last chance effort to recover damages. ATS will allow ample time (at least sixty days) for exhibitor to arrange payment for lost, stolen or damaged units, before this step is taken. Checks are due in the office ten (10) days prior to show start.

Click HERE to Order Online. OR Visit us at: www.american-tradeshow.com Username: MECA2019 Password: 6319 EMAIL ORDERS TO: orders@american-tradeshow.com FAX: 985-809-1888 SEND CHECKS TO: American Tradeshow Services ATTN: Exhibitor Services 217 General Patton Avenue Mandeville, LA 70471 QUESTIONS? Call 985-809-0600, ext. #777



**36<sup>th</sup> Annual MECA Conference  
Jackson Convention Complex  
February 5-6, 2019**

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 **January 28, 2019** 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>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: none;">ORDER RECAP</th> <th style="text-align: right; border-bottom: none;">Total from each page</th> </tr> </thead> <tbody> <tr><td style="border-top: none;">Standard Furnishings</td><td style="border-top: none;">_____</td></tr> <tr><td style="border-top: none;">Electrical Service</td><td style="border-top: none;">_____</td></tr> <tr><td style="border-top: none;">Carpet</td><td style="border-top: none;">_____</td></tr> <tr><td style="border-top: none;">Labor</td><td style="border-top: none;">_____</td></tr> <tr><td style="border-top: none;">Booth Cleaning</td><td style="border-top: none;">_____</td></tr> <tr><td style="border-top: none;">Material Handling</td><td style="border-top: none;">_____</td></tr> <tr><td style="border-top: none;"> </td><td style="border-top: none;">_____</td></tr> <tr><td style="border-top: none;"> </td><td style="border-top: none;">_____</td></tr> <tr><td style="border-top: none;"> </td><td style="border-top: none;">_____</td></tr> <tr> <td style="text-align: right;"><b>Grand Total</b></td> <td style="text-align: right;"><b>\$</b> _____</td> </tr> </tbody> </table> <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>Email address for receipt _____</p> <p style="text-align: center;">Credit card Authorization is for use by Convention Display Service, Inc. only</p>	ORDER RECAP	Total from each page	Standard Furnishings	_____	Electrical Service	_____	Carpet	_____	Labor	_____	Booth Cleaning	_____	Material Handling	_____		_____		_____		_____	<b>Grand Total</b>	<b>\$</b> _____
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Material Handling	_____																						
	_____																						
	_____																						
	_____																						
<b>Grand Total</b>	<b>\$</b> _____																						

CREDIT CARD AUTHORIZATION – complete all information  American Express  Mastercard  Visa  
THIS FORM IS FOR USE BY CONVENTION DISPLAY SERVICE ONLY. ALL INFORMATION IS KEPT CONFIDENTIAL

Account # \_\_\_\_\_ Verification Code \_\_\_\_\_

V-Code: Mastercard, Visa – 3 digit on back: American Express – 4 digit on front

EXP. DATE \_\_\_\_\_

PRINT CARDHOLDER NAME \_\_\_\_\_

BILLING ZIP CODE \_\_\_\_\_

CARDHOLDER SIGNATURE \_\_\_\_\_

**FOR YOUR CONVENIENCE, CDS WILL USE THIS AUTHORIZATION TO CHARGE YOUR ACCOUNT FOR SERVICES, INCLUDING LABOR, FREIGHT, OR OTHER MISCELLANEOUS SERVICES NOT COVERED BY YOUR INITIAL PAYMENT.**

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

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

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Authorized Contact \_\_\_\_\_ Title \_\_\_\_\_

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

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

Convention or Trade Show: **36<sup>th</sup> Annual MECA Conference - Jackson, MS**



**FURNITURE & ACCESSORIES**

**Show: 36<sup>th</sup> Annual MECA Conference**  
**Discount Deadline: January 28, 2019**  
**Phone Orders Not Accepted**

Qty	Description	Advance Price	Floor Price
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**Skirted Tables 24" wide x 30" h**

Includes white vinyl top & pleated skirt on 3 sides

___ Skirted 4' table*	\$ 55.00	\$ 75.00	___
___ Skirted 6' table	\$ 75.00	\$100.00	___
___ Skirted 8' table	\$ 95.00	\$125.00	___
___ 4 <sup>th</sup> Side Skirting, Optional	\$ 20.00		___

Note \*4' comes skirted on 4 sides

**Skirted Tables 24 "wide x 42" h (counter height)**

Includes white vinyl top & pleated skirt on 3 sides

___ Skirted 4' table *	\$ 80.00	\$100.00	___
___ Skirted 6' table	\$ 95.00	\$125.00	___
___ Skirted 8' table	\$110.00	\$145.00	___
___ 4 <sup>th</sup> Side Skirting, Optional	\$ 35.00		___

Note \*4' comes skirted on 4 sides

**Table skirts will be Black**

**Un-Skirted Tables 24" wide x 30" high**

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

**Un-Skirted Tables 24" wide x 42" high**

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

**Seating**

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

Note: Arm Chair & High Stool are covered in gray fabric with lightly padded back and seat

Qty	Description	Advance Price	Floor Price
-----	-------------	---------------	-------------

**Accessories**

___ Aluminum Floor Easel	\$ 30.00	\$ 40.00	___
___ Wastebasket	\$ 15.00	\$ 20.00	___
___ 8' Post & Base Unit		\$ 12.00	___
___ Extender Rod		\$ 6.00	___
___ 8' h drapes per lin ft	\$ 5.00'	\$ 6.00'	___
___ 3' h drapes per lin ft	\$ 3.00'	\$ 4.00'	___

Note: show colors prevail

**The following are available by advance order only**

___ 4' x 8' Chrome Gridwall panel	\$ 75.00	___
___ Pegboard Vertical Mount*	\$ 90.00	___
___ Pegboard Horizontal Mount*	\$ 90.00	___
*Note: 4 x 8' framed brown pegboard sheets with 1/4" holes Mounting accessories for pegboards & gridwalls <u>not</u> provided		
___ Literature Rack	\$ 60.00	___
___ Bag Stand	\$ 50.00	___
___ Lollipop Stand – chrome	\$ 25.00	___
___ Round pedestal table**	\$125.00	___

\*\*Note: 24" diameter, adjustable height with black spandex cover – limited quantity

___ S-shaped hook- pack of 20	\$ 5.00	___
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**Single Tier Risers 12" wide x 12" high**

___ 6' covered – white	\$ 39.00	___
___ 8' covered – white	\$ 46.00	___
___ 6' without cover	\$ 21.00	___
___ 8' without cover	\$ 26.00	___

Total all items ordered on this sheet	_____
Add 8% tax	_____
Payment Enclosed	_____

**Return to CDS at** P. O. Box 13387  
 Jackson, MS 39236-3387  
 Street Address 908 Larson Street  
 Jackson, MS 39202  
 Fax 601-948-3824  
 Email terri@cds1958.com

Exhibiting Firm Name \_\_\_\_\_  
 Print Contact Name \_\_\_\_\_ Title \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_  
 X Authorized Signature \_\_\_\_\_ E-mail: \_\_\_\_\_





**ELECTRICAL SERVICE**

**Show: 36<sup>th</sup> Annual MECA Conference**  
**Discount Deadline: January 28, 2019**  
**Phone Orders Not Accepted**

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

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

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

Qty	Description	Advance Price	Floor Price
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**120 Volt Service**

___	500 Watts ( 5 Amps)	\$ 95.00	\$120.00___
___	1000 Watts (10 Amps)	\$106.00	\$132.00___
___	1500 Watts (15 Amps)	\$118.00	\$148.00___
___	2000 Watts (20 Amps)	\$136.00	\$166.00___

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

**Equipment requiring 208V connections needs to be able to be direct wired or if equipment has a molded plug, the exhibitor must provide the appropriate female receptacle.**

<i>Total all items ordered on this sheet</i>	_____
<i>Add 8 % tax</i>	_____
<i>Payment Enclosed</i>	_____

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

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

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

**208 Volt – Single Phase Service**

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

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

Street Address 908 Larson Street  
 Jackson, MS 39208

by e-mail to terri@cds1958.com  
 by fax to 601-948-3824

**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___

*For 60 Amp 208 service call for availability and price*

Exhibiting Firm Name \_\_\_\_\_ Booth # \_\_\_\_\_  
 Print Contact Name \_\_\_\_\_ Title \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_  
 X Authorized Signature \_\_\_\_\_ E-Mail: \_\_\_\_\_



## **ELECTRICAL SERVICE**

### **Important Rules, Regulations & Terms**

#### **Rules & Regulations for Electrical Service:**

- All materials and equipment furnished or used by the \*service provider for electrical distribution shall remain the property of the service provider and can only be installed or removed by the service provider.
- Obstructions blocking utility floor boxes are subject to relocation as necessary.
- Service provider is authorized to cut floor coverings to permit installation and maintenance of service as necessary.
- Wall outlets, post or floor outlets are not a part of booth space.
- Customer is responsible for any lost or damaged equipment.
- All electrical connections must be made by the service provider to conform with the electrical code.
- Surge protectors are recommended for computers and other sensitive equipment. Customer must provide own surge protector.
- The building and service provider will not be responsible for voltage fluctuations or power failure.
- Electrical distribution will be brought to the booth in the most convenient manner and will usually be located at the back of the booth.
- Electrical distribution may not be shared with other exhibitors.
- All booths are individually checked during show to determine actual users of power. Exhibitors using power where no power was ordered, are subject to 1 ½ times floor order rate for outlets used.
- Service provider reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe.

#### **Terms:**

- Payment in full, in U.S. Funds, including applicable taxes must accompany service order form.
- No service will be installed until full payment is received.
- **To receive advance order rates, orders and full payment must be received ten working days prior to exhibitor move in.**
- **Phone orders NOT accepted.**
- No refund will be given for services not used or cancelled after installation.
- Any questions, problems or discrepancy **must** be reported at least two hours prior to show close. **No credits or adjustments will be considered after the show closes.**
- \*Convention Display Service is the official electrical service provider. If you have any questions or need additional information, contact CDS at (601)948-4228.





# STANDARD BOOTH CARPET

**Order due by**  
**January 28, 2019**

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

## STANDARD CARPET - 9' WIDE

STANDARD CARPET WILL NOT BE TRIMMED TO FIT BOOTH SPACE

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

## PADDING FOR STANDARD CARPET

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

COLOR SELECTIONS (please check one)     MEDIUM RED     GRAY MIST     BLACK  
 HUNTER GREEN     GOLD     TEAL

**ADDITIONAL TAPING** per Linear Foot \_\_\_\_\_ Ft

@\$ .65 per Ft. = \_\_\_\_\_

**VISQUENE** per Linear Foot \_\_\_\_\_ Ft

@\$1.35 per Ft = \_\_\_\_\_

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

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

SUB TOTAL \$ \_\_\_\_\_

ADD 8% TAX \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

**ORDERS WITHOUT PAYMENT WILL NOT BE PROCESSED**

Please type or print

Exhibiting Firm Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

Booth No. \_\_\_\_\_ Convention or Show: **36<sup>th</sup> Annual MECA Conference – Jackson, MS**

Authorized Signature \_\_\_\_\_

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



# BOOTH CLEANING AND JANITORIAL SERVICES

Orders due by: January 28, 2019  
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

### CLEANING SERVICES

VACUUMING OF BOOTH       ONCE PRE-SHOW    OR     DAILY \_\_\_\_\_ DAYS

Total # of Sq. Ft \_\_\_\_\_  
x \$.30 Per Day      \$ \_\_\_\_\_

### JANITORIAL

EMPTY WASTEBASKETS      \_\_\_\_\_ Days @ 18.00  
DAILY      Per Booth Per Day      \$ \_\_\_\_\_

**NO REFUNDS WILL BE GIVEN FOR SERVICES NOT USED OR CANCELLED AFTER INSTALLATION.**  
  
Questions, problems or discrepancies must be reported during exhibitor set up. No credits or adjustments will be considered after the show closes.

TOTAL \$ \_\_\_\_\_

Please type or print

Exhibiting Firm Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_  
Booth No. \_\_\_\_\_ Convention or Show: **36<sup>TH</sup> Annual MECA Conference – Jackson, MS**  
Authorized Signature \_\_\_\_\_

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



**LABOR**  
**Order due by**  
**January 28, 2019**  
**PHONE ORDERS NOT ACCEPTED**

**LABOR RATES: \$45.00 per hour per man - straight time**  
**\$67.50 per hour per man - overtime**

One hour minimum per man. Rates quoted are based on prevailing wage scales and subject to change upon notice. All labor before 8:00 AM, after 4:30 PM weekdays, at any time on Saturday, Sunday and Holidays is considered overtime.

PLEASE INDICATE LABOR REQUIRED ACCORDING TO THIS SCHEDULE:

	NO. OF MEN	DATE	TIME	APPRX. HRS	AMOUNT DUE
<b>INSTALL</b> <input type="checkbox"/> ST <input type="checkbox"/> OT					
<b>DISMANTLE</b> <input type="checkbox"/> ST <input type="checkbox"/> OT					

<p style="text-align: center;"><input type="checkbox"/> <b>CDS SUPERVISION</b></p> <p><b>PROCEED WITH INSTALLATION at the earliest time.</b> 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"/> <b>EXHIBITOR SUPERVISION</b></p> <p><b>DO NOT PROCEED.</b> Exhibitor's representative will call at Service Desk for labor at _____ <input type="checkbox"/>AM <input type="checkbox"/>PM</p> <p>No labor will be dispatched directly to the booth. Exhibitors must come to the service desk to sign out required number of men and return to the service desk upon completion of work to release labor. Starting time other than 8 AM cannot be guaranteed.</p>
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**Please indicate the service desired.** If procedure is not indicated, labor will not be assigned until exhibitor reports to the service desk. A one hour minimum per man will be charged if exhibitor does not pick up labor as specified.

**A CREDIT CARD MUST BE PLACED ON FILE IF LABOR IS ORDERED.**

Please type or print

Exhibiting Firm Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

Booth No. \_\_\_\_\_ Convention or Show: **36<sup>th</sup> ANNUAL MECA CONFERENCE – JACKSON, MS**

Signature \_\_\_\_\_

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



**36<sup>th</sup> Annual MECA Convention  
Jackson Convention Complex - Jackson, MS  
February 5-6, 2019**

## **SHIPPING AND MATERIAL HANDLING TIPS**

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

### WEIGHT AND PIECE COUNT

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

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

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

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



# MATERIAL HANDLING RATE SCHEDULE

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

**OVERTIME:**

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

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

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

**CHARGES INCLUDE THE FOLLOWING SERVICES**

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

**RATES**

- \$50.00 CWT Straight Time (single shipment over 200 lbs)
- \$75.00 CWT Overtime (single shipment over 200 lbs)
- ◆ \$100.00 **MINIMUM CHARGE** (single shipments 50lbs to 200 lbs)  
CWT = per hundred weight  
(Example: 300 lbs = 3 CWT)  
\*\*\*\*\*

**SMALL PACKAGE:** Maximum weight per shipment, per delivery is 50 lbs  
Cartons, envelopes, or other containers received without documentation via specialized carriers (UPS, FedEx, etc.) will be delivered without guarantee of piece count or condition.

Shipments received via specialized carriers not falling into the small package category will be subject to CWT rates.

**First carton per delivery @ \$30.00**  
**Each add'l carton in delivery @ \$12.00**

It is understood that your calculations are an estimate and invoicing will be done from the actual weight / piece count. Adjustments will be made accordingly

\_\_\_\_ LBS PER CWT X \$ \_\_\_\_ per CWT = **Material Handling Charge (per individual shipment)** = \$ \_\_\_\_

**Minimum Charge (single shipment of 50 lbs to 200 lbs) @ \$100.00 each** = \$ \_\_\_\_

**Small Package** 1<sup>st</sup> container **\$30.00** \_\_\_\_ Add'l containers @ \$12.00 each \_\_\_\_ **Total** = \$ \_\_\_\_

Forklift with driver - PER HOUR IN \$100.00 \$ \_\_\_\_ Forklift with driver - 1/2 hr MINIMUM IN \$60.00 \$ \_\_\_\_  
Forklift with driver - PER HOUR OUT \$100.00 \$ \_\_\_\_ Forklift with driver - 1/2 hr MINIMUM OUT \$60.00 \$ \_\_\_\_

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

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

Please print or type

Exhibiting Firm Name: \_\_\_\_\_  
 Print Contact Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone (\_\_\_\_) \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail \_\_\_\_\_  
 Booth No. \_\_\_\_\_ Convention or Show **36<sup>TH</sup> Annual MECA Conference - Jackson, MS**  
 Signature \_\_\_\_\_

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



## Shipping & Material Handling Information 36<sup>th</sup> Annual MECA Conference

Convention Display Service, Inc. is the official drayage/material handling contractor for this event. Please read all information contained in this section carefully so that there will be no last minute confusion regarding your shipment.

### SHIPPING ADDRESSES

CDS will receive containerized, non-hazardous, non-perishable materials at the following address 30 days prior to show. Non-containerized shipments, loose materials and local deliveries will be accepted at the show site only. **There is a charge for this service.**

#### ADVANCE RECEIVING

**Exhibiting Firm Name  
MECA Booth #  
c/o CDS  
908 Larson Street  
Jackson, MS 39202**

**SHIPMENTS MUST ARRIVE AT THE ADVANCE RECEIVING ADDRESS BY Wednesday, January 30, 2019 TO INSURE PROPER HANDLING. IF YOU CANNOT MEET THIS DEADLINE PLEASE CONTACT CDS FOR INSTRUCTIONS.** *Shipments will be accepted at the advance receiving address no earlier than thirty days prior to show set up. Receiving hours are 8 AM to 4 PM, Monday – Friday. Closed on Saturday and Sunday*

\*\*\*\*\*

#### DIRECT TO SITE

**Exhibiting Firm Name  
MECA Booth #  
c/o Jackson Convention Complex  
117 E. Pascagoula Street  
Jackson, MS 39201**

**SHIPMENTS WILL NOT BE ACCEPTED ON-SITE UNTIL Monday, February 4, 2019.** 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.

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

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



# EXHIBIT MATERIAL

ADVANCE RECEIVING

TO: \_\_\_\_\_  
(Your Company Name Here)

CONVENTION DISPLAY SERVICE INC  
908 LARSON STREET  
JACKSON, MS 39202

SHOW NAME: MECA 20189

BOOTH NUMBER : \_\_\_\_\_

Receiving dates January 2 – 30, 2019

# EXHIBIT MATERIAL

ADVANCE RECEIVING

TO: \_\_\_\_\_  
(Your Company Name Here)

CONVENTION DISPLAY SERVICE INC  
908 LARSON STREET  
JACKSON, MS 39202

SHOW NAME: MECA 2019

BOOTH NUMBER : \_\_\_\_\_

Receiving dates January 2 – 30, 2019

# EXHIBIT MATERIAL

ADVANCE RECEIVING

TO: \_\_\_\_\_  
(Your Company Name Here)

CONVENTION DISPLAY SERVICE INC  
908 LARSON STREET  
JACKSON, MS 39202

SHOW NAME: MECA 2019

BOOTH NUMBER : \_\_\_\_\_

Receiving dates January 2 – 30, 2019

# EXHIBIT MATERIAL

ADVANCE RECEIVING

TO: \_\_\_\_\_  
(Your Company Name Here)

CONVENTION DISPLAY SERVICE INC  
908 LARSON STREET  
JACKSON, MS 39202

SHOW NAME: MECA 2019

BOOTH NUMBER : \_\_\_\_\_

Receiving dates January 2 – 30, 2019

**EXHIBIT MATERIAL  
DO NOT DELAY**

**DIRECT TO SHOW SITE**

TO: \_\_\_\_\_  
(Your Company Name Here)

JACKSON CONVENTION COMPLEX  
117 E. PASCAGOULA STREET  
JACKSON, MS 39201

SHOW NAME: MECA 2019

BOOTH NUMBER : \_\_\_\_\_

DO NOT ATTEMPT DELIVERY PRIOR TO:  
Monday, February 4, 2019

**EXHIBIT MATERIAL  
DO NOT DELAY**

**DIRECT TO SHOW SITE**

TO: \_\_\_\_\_  
(Your Company Name Here)

JACKSON CONVENTION COMPLEX  
117 E. PASCAGOULA STREET  
JACKSON, MS 39201

SHOW NAME: MECA 2019

BOOTH NUMBER : \_\_\_\_\_

DO NOT ATTEMPT DELIVERY PRIOR TO:  
Monday, February 4, 2019

**EXHIBIT MATERIAL  
DO NOT DELAY**

**DIRECT TO SHOW SITE**

TO: \_\_\_\_\_  
(Your Company Name Here)

JACKSON CONVENTION COMPLEX  
117 E. PASCAGOULA STREET  
JACKSON, MS 39201

SHOW NAME: MECA 2019

BOOTH NUMBER : \_\_\_\_\_

DO NOT ATTEMPT DELIVERY PRIOR TO:  
Monday, February 4, 2019

**EXHIBIT MATERIAL  
DONOT DELAY**

**DIRECT TO SHOW SITE**

TO: \_\_\_\_\_  
(Your Company Name Here)

JACKSON CONVENTION COMPLEX  
117 E. PASCAGOULA STREET  
JACKSON, MS 39201

SHOW NAME: MECA 2019

BOOTH NUMBER : \_\_\_\_\_

DO NOT ATTEMPT DELIVERY PRIOR TO:  
Monday, February 4, 2019



RETURN SHIPPING FROM  
36<sup>th</sup> ANNUAL MECA CONFERENCE

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

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

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

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

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

**PLEASE INDICATE OUTBOUND SERVICE PROVIDER**

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

**ABF FREIGHT SYSTEM**      **ABF Billing Address** \_\_\_\_\_  
 \_\_\_\_\_

**FEDEX AIR**      **FedEx Acct. #** \_\_\_\_\_

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

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

- EXHIBITING FIRMS NOT USING ABF FREIGHT SYSTEM OR FEDEX AIR ARE RESPONSIBLE FOR ARRANGING CARRIER PICK UP
- CARRIERS MUST BE ON SITE FOR PICK UP BY 3 PM, WEDNESDAY, FEBRUARY 6, 2019
- CONVENTION DISPLAY SERVICE, INC. DOES NOT PREPAY OUTBOUND CARRIER CHARGES
- Exhibiting Firms Using Specialized Carriers Must Provide Shipping Documents And Declaration Of Contents As Required By Carrier to Convention Display Service.

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

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

Exhibiting Firm Name \_\_\_\_\_ Booth Number \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone (    ) \_\_\_\_\_

Fax (    ) \_\_\_\_\_ E-mail: \_\_\_\_\_

Authorized Signature \_\_\_\_\_

**36<sup>th</sup> Annual MECA Conference  
Jackson Convention Complex - Jackson, MS  
February 5-6, 2019**

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**Additional Vendor Services**

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

Installation & termination of services must coincide with exhibitor  
move in and move out times.

**INTERNET**

FREE UNSECURED WI-FI SERVICE AVAILABLE  
NON-PASSWORD ACCESS - "JCC PUBLIC WIFI"

If you have questions or additional needs contact:

EVENT SERVICES  
JACKSON CONVENTION COMPLEX  
601-960-2321

IF YOU NEED WIRED INTERNET CONNECTION  
PLEASE CONTACT  
MARCINE FREEMAN  
601-540-0016  
EXHIBIT@MS-MECA.ORG

**AUDIO VISUAL SERVICES**

MAX BROOKSHIRE  
DIRECTOR OF EVENT TECHNOLOGIES  
ENCORE EVENT TECHNOLOGIES  
JACKSON CONVENTIONCOMPLEX  
601-960-2321 EXT. 1038