



EXHIBITOR SERVICE KIT

43rd Annual MECA Conference Jackson Convention Complex - Jackson, MS February 26-27, 2026

SHOW SCHEDULE

<u>EXHIBITOR MOVE IN:</u>	Wednesday	February 25	8 am – 4 pm
<u>SHOW HOURS:</u>	Thursday	February 26	8:30 am – 4 pm
	Friday	February 27	7:30 am – 11 am
<u>SHOW DISMANTLE:</u>	Friday	February 27	11 am
<u>SHOW SPECIFICATIONS:</u>	Booth Size	10' wide x 10' deep	
	Show Colors	Black drapes & skirts	
	Exhibit Hall	Not Carpeted	
<u>SHOW FURNISHINGS</u>	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 Company name numbered ID sign		
	One 6' table with white top and 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 are available at an additional cost through Jackson Convention Complex. Order form attached.

Wireless internet available at no charge, for wired connections contact Marcine Freeman at exhibit@ms-meca.org or 601.540.0016

PLEASE DIRECT THIS PACKET TO PERSON RESPONSIBLE FOR YOUR EXHIBIT



**43rd Annual MECA Conference
Jackson Convention Complex
February 26-27, 2026**

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 **February 18, 2026** 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**

- 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.



Return To: CONVENTION DISPLAY SERVICE, INC., P. O. Box 13387, JACKSON, MS 39236-3387 OR
908 LARSON STREET, JACKSON, MS 39202 / E-MAIL TO TERRI@CDS1958.COM



FURNITURE & ACCESSORIES

Show: 43rd Annual MECA Conference
Discount Deadline: February 18, 2026
Phone Orders Not Accepted

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

Includes white vinyl top & pleated skirt on 3 sides

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

Note *4' comes skirted on 4 sides

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

Includes white vinyl top & pleated skirt on 3 sides

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

Note *4' comes skirted on 4 sides

Un-Skirted Tables 24" wide x 30" high

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

Un-Skirted Tables 24" wide x 42" high

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

Seating

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

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

Qty	Description	Advance Price	Floor Price
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Accessories

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

Note: show colors prevail

The following are available by advance order only

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

*Note: 4 x 8' framed brown pegboard sheets with 1/4" holes
 Mounting accessories for pegboards & gridwalls not provided

___ Literature Rack	\$ 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

Email terri@cds1958.com

Exhibiting Firm Name _____

Print Contact Name _____ Title _____

Mailing Address: _____ City _____ State _____ Zip _____

Phone (____) _____ Fax (____) _____

X Authorized Signature _____ E-mail: _____



STANDARD BOOTH CARPET

Order due by
February 18, 2026

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

ADDITIONAL TAPING per Linear Foot _____ Ft

VISQUENE per Linear Foot _____ Ft

@\$.65 per 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 _____

Convention or Show: **43rd 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 / EMAIL TO TERRI@CDS1958.COM



BOOTH CLEANING AND JANITORIAL SERVICES

Orders due by: February 18, 2026
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 _____

Convention or Show: **43rd Annual MECA Conference – Jackson, MS**

Authorized Signature _____

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LABOR

**Order due by
February 18, 2026**
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
INSTALL <input type="checkbox"/> ST <input type="checkbox"/> OT					
DISMANTLE <input type="checkbox"/> ST <input type="checkbox"/> OT					

<input type="checkbox"/> CDS SUPERVISION PROCEED WITH INSTALLATION at the earliest time. 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"/> EXHIBITOR SUPERVISION DO NOT PROCEED. 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.

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 _____

Convention or Show: **43rd MECA Annual 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 / EMAILTERRI@CDS1958.COM



**43rd Annual MECA Convention
Jackson Convention Complex - Jackson, MS
February 26-27, 2026**

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 1st 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 _____

Convention or Show **43rd 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 / EMAIL TERRI@CDS1958.COM



Shipping & Material Handling Information 43rd 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
c/o CDS
908 Larson Street
Jackson, MS 39202

SHIPMENTS MUST ARRIVE AT THE ADVANCE RECEIVING ADDRESS BY Wednesday, February 18, 2026 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
c/o Jackson Convention Complex
117 E. Pascagoula Street
Jackson, MS 39201

SHIPMENTS WILL NOT BE ACCEPTED ON-SITE UNTIL Wednesday, February 25, 2026. CDS will not be responsible for refused or delayed shipments resulting from attempted deliveries to show site prior to this date. Shipments signed for by facility personnel may be turned over to CDS distribution. Exhibitors will be charged accordingly.

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

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



RETURN SHIPPING FROM
43rd 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, FRIDAY, FEBRUARY 27, 2026**
- **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.

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908 LARSON STREET, JACKSON, MS 39202 / EMAIL TERRI@CDS1958.COM

Exhibiting Firm Name _____ Booth Number _____

Contact Name _____ Phone () _____

Fax () _____ E-mail: _____

Authorized Signature _____

**Meca Annual Conference
Jackson Convention Complex – Jackson, MS
February 26-27, 2026**

Additional Vendor Services

**ALL ARRANGEMENTS FOR THE FOLLOWING SERVICES MUST BE MADE
DIRECTLY BETWEEN THE EXHIBITING FIRM AND THE AMARILLO CIVIC CENTER**

Electrical Distribution Service

**One 5 amp electrical connection is
provided per exhibiting firm**

**If additional electrical connections are
required for your equipment, complete
the following form and email it to
Krystyn Newton at
knewton@jacksonconventioncomplex.com**



EXHIBITOR ELECTRICAL SERVICE FORM

Convention/Show: _____

Company Name: _____

Booth #: _____

Booth Contact Person: _____

Contact Phone: _____

Contact Email: _____

IMPORTANT CONDITIONS & REGULATIONS

1. **ADVANCE ORDERS:** To receive the below listed rates, orders must be received 14-90 days out. **Standard Rates** 3-13 days.
2. Payment IN FULL on Credit Card Authorization Form, must accompany service order form.
3. All order form information must be completed in full for order to be processed. Incomplete order forms could result in processing delays resulting in slow service installation.
4. No service will be installed until full payment is received.
5. Cancellations: After installation - NO REFUND.
6. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner as determined by the Jackson Convention Complex and DO NOT include connecting equipment to provided services.
7. Special placement or relocation of service will result in a labor charge. Payment IN FULL must be rendered for such services before the close of event day.
8. Advance orders will receive priority service.
9. Standard wall, column and permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
10. Under NO circumstances shall anyone other than "house electrician" make electrical connections.
11. All materials and equipment furnished by the Jackson Convention Complex for this service order shall remain the property of the Jackson Convention Complex and shall be removed ONLY by the Jackson Convention Complex at the close of the show.
12. All exhibitors' 120 Volt cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
13. The Jackson Convention Complex reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the Jackson Convention Complex's electrical supervisors.
14. Power requirements crossing aisles will not be installed unless approved by show management.
15. Prices are based upon current wage rates and are subject to change without notice.

	Advanced Rate	Standard Rate	Floor Rate
10 amps - 120v - Single Phase	\$120.00	\$180.00	\$220.00
20 amps - 120v - Single Phase	\$170.00	\$255.00	\$305.00
20 amps - 208v - Single Phase	\$330.00	\$495.00	\$595.00
30 amps - 208v - Single Phase	\$410.00	\$615.00	\$740.00
50 amps - 208v - Single Phase	\$550.00	\$825.00	\$990.00
60 amps - 208v - Single Phase	\$600.00	\$900.00	\$1,080.00
20 amps - 208v - Three Phase	\$370.00	\$555.00	\$670.00
30 amps - 208v - Three Phase	\$520.00	\$780.00	\$940.00
60 amps - 208v - Three Phase	\$830.00	\$1,245.00	\$1,495.00
100 amps - 208v - Three Phase	\$1,270.00	\$1,905.00	\$2,290.00
100 amps - 480v - Three Phase	\$1,450.00	\$2,175.00	Not Available
Overhead - 10 amps - 120v - Single Phase	\$290.00	\$435.00	\$525.00
Overhead - 20 amps - 120v - Single Phase	\$390.00	\$585.00	\$700.00
Extension Cord - 25ft.	\$20.00	\$30.00	\$40.00
Power Strip - 6 Outlets	\$25.00	\$40.00	\$50.00

CREDIT CARD AUTHORIZATION FORM JACKSON CONVENTION COMPLEX

Event Information:

Event Name: _____

Event Date(s): _____

Organization Name: _____

Contact Name: _____

Phone Number: _____

Email Address: _____

Billing Information:

Cardholder Name: _____

Billing Address: _____

City: _____ **State:** _____ **ZIP Code:** _____

Payment Information:

I, _____ (cardholder's name), authorize the Jackson Convention Complex to initiate a credit card payment for fees and services as outlined in the Jackson Convention Complex License Agreement.

Credit Card Type:

Credit Card Number: _____

Expiration Date (MM/YY): _____ **CVV Code:** _____

Acknowledgment of Transaction Fee:

I agree to the 3.5% transaction fee for each transaction processed by the Jackson Convention Complex.

Cardholder Signature: _____ **Date:** _____

FOR OFFICE USE ONLY

Total Amount Charged: \$ _____

Authorization Code: _____

Processed By: _____