



Dear Spring Market Exhibitor,

Convention Display Service, Inc. is pleased to serve as the official Exposition Service Contractor for Spring Market – Jackson, Mississippi.

On the following pages, you will find helpful information to make your participation in Spring Market successful. To help with your planning we have included all the show service forms necessary for ordering items you may need. We do recommend you give this manual to those having responsibility for your company's participation in the show.

We strongly encourage you to place your order as soon as possible to take advantage of our advanced order discounts. Orders received after the deadlines listed in this catalog will be processed at standard rates.

CDS does not have online ordering, but you may email completed order forms to [brooke@cds1958.com](mailto:brooke@cds1958.com) or fax them to 601-948-3824 as well as mail them to the address on the order form.

I am happy to serve as your exhibitor service coordinator. If you have any questions at all, please feel free to contact me.

Sincerely,

Brooke Fuller  
[brooke@cds1958.com](mailto:brooke@cds1958.com)  
601-948-4228 office

**SPRING MARKET  
MARCH 20 – 24, 2024**

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Convention Display Service, Inc. is pleased to be the official Exposition Service Contractor for March 2024 Spring Market – Jackson, MS

This packet contains information you will need to order additional furnishings, electrical service, carpet, and material handling services for this event. We look forward to assisting with your needs.

Please contact Brooke Fuller at [brooke@cds1958.com](mailto:brooke@cds1958.com) or 601-948-4228 with any questions or concerns you may have.

We look forward to assisting you with a successful exhibit at Spring Market.



Spring Market – Jackson, MS  
Mississippi Trademart  
March 20 – 24, 2024

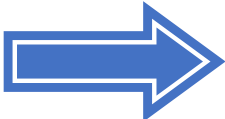
This packet contains information you will need to order additional furnishings and electrical service for this event. We look forward to assisting with your needs.

- Booth Size: 10' wide x 10' deep or increments thereof.
- Drapes: 8 ft tall white back drapes  
8 ft tall white side drapes
- Booth Carpet: None provided – Carpet by exhibitor order only – Carpet is not required.
- Aisle Carpet: None

**DO NOT PIN, TAPE, ZIPTIE, VELCRO OR STAPLE TO THE DRAPES OR DIVIDERS.**

**EXHIBITORS ARE FINANCIALLY RESPONSIBLE FOR REPLACEMENT COST FOR ANY DAMAGE OR MODIFICATIONS MADE TO CLOTH GOODS OR ANY ITEMS RENTED FROM CONVENTION DISPLAY SERVICE.**

**DO NOT ZIPTIE OR OTHERWISE ATTACH ANY GRIDWALL, INCLUDING YOUR OWN, TO THE METAL FRAME IN YOUR BOOTH. ALL GRIDWALL MUST BE FREESTANDING.**



**Electrical service and booth furnishings are not provided with booth spaces.**

**If you need electrical service, it must be ordered through CDS. Plugging directly into floor boxes or wall outlets is prohibited.**

**If you would like to order furnishings, electrical service, carpet, or material handling services, please complete the appropriate order form in the exhibitor packet from Convention Display Service and email to [brooke@cds1958.com](mailto:brooke@cds1958.com) or fax to 601-948-3824.**

**NOTE: CDS does not have online ordering. Orders may be placed by completing the order forms in this packet.**

**CDS does not offer installation/dismantle labor or porter service at Spring Market.**

**Exhibit Hall:** The Mississippi Trademart is not carpeted.

**CONVENTION DISPLAY SERVICE DEADLINE DATES**

- February 13 – March 13, 2024 Shipments will be accepted and stored at the advance warehouse between these dates.  
*Advance warehouse receiving hours: Monday – Friday, 8 AM to 4 PM*
- Wednesday, March 13, 2024 CDS advance order discount deadline – full payment must accompany order.
- Wednesday, March 20, 2024 First day shipments can arrive at the MS Coast Convention Center
- Sunday, March 24, 2024 Carriers must be at the MS Coast Convention Center for outbound shipment pick up by 6:00 pm

Convention Display Service, Inc is not responsible for any exhibitor materials left unattended on the show floor.

**SHOW SCHEDULE**

Wednesday, March 20, 2024	Exhibitor Move-in	Noon – 6:00 pm
Thursday, March 21, 2024	Exhibitor Move-in	8:00 am – 6:00 pm
Wednesday, March 20, 2024	CDS Service Desk	Noon – 4:30 pm
Thursday, March 21, 2024	CDS Service Desk	8:00 am – 4:30 pm
Friday, March 22, 2024	Market Hours:	9:00 am – 8:00 pm
Saturday, March 23, 2024	Market Hours:	9:00 am – 8:00 pm
Sunday, March 24, 2024	Market Hours:	11:00 am – 5:00 pm
Sunday, March 24, 2024	Market Closes	5:00 pm – 10:00 pm

*If you have any questions or need assistance, please contact Brooke Fuller at [brooke@cds1958.com](mailto:brooke@cds1958.com) or 601-948-4228.*

<b>How to contact us:</b>	<b>CDS</b> P O Box 13387 Jackson, MS 39236-3387	<b>CDS</b> 908 Larson St. Jackson, MS 39202	<b>Phone: 601-948-4228</b> <b>Fax: 601-948-3824</b> <b><a href="mailto:brooke@cds1958.com">brooke@cds1958.com</a></b>
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## GENERAL FAQs

### **SHOULD I TELL YOU IF I DON'T WANT THE BOOTH PACKAGE FURNISHINGS IN MY BOOTH?**

- The booths at Spring Market – Jackson, MS are not provided with any furnishings, electrical service, or carpet. All items are by exhibitor order only.

### **CAN I SUBSTITUTE MY TABLE INCLUDED IN THE BOOTH PACKAGE FOR A DIFFERENT TABLE?**

- The booths at Spring Market – Jackson, MS are not provided with any furnishings, electrical service, or carpet. All items are by exhibitor order only.

### **CAN I CHOOSE THE SKIRT COLOR ON THE TABLES?**

- No. We design your booth package furnishings, including colors, with show management. You are allowed to bring your own table covering to use.
- However, CDS cannot staple or attach your table skirt to our tables.

### **WHAT HAPPENS IF I FORGET TO CHOOSE A SKIRT COLOR FOR MY TABLE?**

- Most shows have a predetermined color selected by show management for the drapes, dividers, and skirts so choosing is not an option.
- There are a few shows that allow exhibitors to choose skirt color. If that is the case, and you forget, CDS will first contact exhibitors for their preference. If we don't hear back from you, the default color will be used.

### **ARE RENTAL PRICES PER DAY?**

- No. Rental prices are for the duration of the show.

### **AM I ALLOWED TO BRING MY OWN FURNITURE OR CARPET?**

- Yes, this is allowed.

### **WHAT CHAIRS WILL FIT UNDER THE 42" HIGH TABLES?**

- The high stools fit under the counter-height, 42" high tables. (See the table and furnishings order form)

**I HAVE A 10' X 10' BOOTH BUT ONLY SEE 9' X 10' CARPET LISTED ON THE ORDER FORM. IS THAT THE SIZE I NEED TO ORDER?**

- Yes, that is the correct size for a single 10' x 10' booth.

**I HAVE A 10' X 20' BOOTH BUT THE SHOW SPECIAL ONLY LISTS 9' X 10' CARPET AND PAD.**

**HOW DO I ORDER CARPET FOR A LARGER BOOTH?**

- For a 10' x 20' booth, you will order two show specials but one piece of 10' x 20' carpet will be placed.
- For a 10' x 30' booth, you will order three show specials but one piece of 10' x 30' carpet will be placed.

**CAN I PLUG MY OWN ELECTRICAL CORD INTO THE FLOOR BOXES AT THE FACILITY?**

- For safety reasons, exhibitors are not able to plug any electrical cords into the floor boxes, wall outlets, etc.
- The show's electrical contractor is liable for electrical installations and therefore must perform all electrical floor or booth work.
- While it may seem simple to plug in an electrical line, lights, and equipment, it is not uncommon for exhibit or non-electrical staff to overload circuits. Troubleshooting can become time consuming when it is difficult to find the source of a problem which cuts into your set up time.

**CAN I USE MY OWN EXTENSION CORD?**

- Exhibitors may use their own extension cords and power strips under the following conditions:
- The equipment must be 3 wire, 14 gauge minimum with a ground.
- All power strips must have circuit protection.
- The extension cord will be plugged into a CDS electrical line.

**WHEN WILL MY CREDIT CARD BE CHARGED?**

- Throughout the show process, there is a possibility of three (3) charges: pre-show, show, and post-show.
- Pre-show charges may include all items ordered in advance (tables, chairs, carpet, electrical, labor, material handling for advance warehouse freight).
- Show charges may include show site orders, installation labor, and material handling for direct to site freight.
- Post-show charges will include dismantle labor, possible material handling, possible on-site rentals and any charges incurred from the move-out of the show.

**WHEN WILL I RECEIVE MY RECEIPT?**

- Once the order and payment has been processed, we will email a receipt to the email address on the order form.
- Please note that there WILL BE a delay from when you send the order to when we process it, sometimes as much as a few weeks.
- We are always working on current shows taking place in the next 2 weeks and sometimes we are out of the office on a show site, so we aren't always able to process orders immediately for a show that is 4 to 6 weeks in the future.

**I SUBMITTED MY ORDER BY THE ADVANCE DEADLINE BUT HAVE NOT RECEIVED A RECEIPT.**

- If you submit your order by the advance date, you will receive the advance price, even if it is not processed by that date.
- If we have replied and acknowledged your order, you will receive a paid receipt once it is processed.
- If you haven't received the receipt, it means we haven't processed it.
- If you do not receive a reply from me regarding your emailed order, it means I haven't received your email.
- However, if you are concerned that you haven't received a receipt, please email me at [brooke@cds1958.com](mailto:brooke@cds1958.com) or call me at 601-948-4228 if you would like additional confirmation of your order.

If you have any additional questions or concerns, please email me at [brooke@cds1958.com](mailto:brooke@cds1958.com) or call me at 601-948-4228 and I will be happy to assist you.



Spring Market – Jackson, MS  
Mississippi Trademart  
March 20 - 24, 2024

## PAYMENT POLICIES

**CDS requires full payment for services and rentals requested before the order is processed.  
Orders received without payment will not be processed.**

- All prices include delivery, installation, rental charges for the duration of the event and removal at completion.
- All charges, excluding material handling, cleaning, and labor, are subject to sales tax.
- Payment in full must accompany all orders by Tuesday, March 12, 2024 to receive the advance price.
- Orders received after March 12, 2024 will be charged the standard floor rate.
- To be tax exempt, you must be a state, government, or nonprofit organization. If you are eligible, please provide a copy of the exemption certificate when placing your order. Jackson, Mississippi sales tax is 8%.  
**A resale certificate is not acceptable as proof of exemption, as CDS does not provide items to be resold.**
- **There is a 3.5% convenience fee for paying with a credit card. The amount will be automatically charged to your transaction total, or you may pay by check. Mailing address P. O. Box 13387, Jackson, MS 39236**

## SALES TAX AND EXEMPTIONS

- All charges, excluding material handling, cleaning, and labor, are subject to sales tax.
- To be tax exempt, you must be a state, government, or nonprofit organization. If you are eligible, please provide a copy of the exemption certificate when placing your order. Jackson, Mississippi sales tax is 8%.
- **A resale certificate is not acceptable or proof of exemption, as CDS does not provide items to be resold.**

## PAYMENT OPTIONS

- Payment by Email: Email your order with full payment to [brooke@cds1958.com](mailto:brooke@cds1958.com)
- Payment by Fax: Fax your order with full payment to 601-948-3824 – Attention: Brooke
- Payment by Mail: Mail your order form with full payment to: Convention Display Service  
P O Box 13387  
Jackson, MS 39236-3387
- CDS accepts checks, MasterCard, Visa, American Express and Discover as forms of payment.
- If submitting a check for payment, please attach with the completed order forms and mail to Convention Display Service.
- A credit card must be placed on file with all orders, regardless of method of payment. The credit card authorization will be used to cover all services not paid for by the initial payment and any balances left unpaid at the close of the show.
- Please make sure all supplied credit card information is current, accurate and legible, including expiration date, the 3- or 4-digit security code, numerical billing address and zip code.
- **There is a 3.5% convenience fee for paying with a credit card. The amount will be automatically charged to your transaction total, or you may pay by check. Mailing address P. O. Box 13387, Jackson, MS 39236**

Spring Market – Jackson, MS  
Mississippi Trademart  
March 20 - 24, 2024

## **PAYMENT POLICIES (continued)**

### **CANCELLATION / REFUND POLICY**

- Orders canceled PRIOR TO March 12, 2024 will be refunded 100% of the original price.
- Orders canceled AFTER March 12, 2024 will be refunded 50% of the original price.
- NO REFUNDS will be granted for services or equipment not used or canceled AFTER March 15, 2024.
- NO REFUNDS will be granted for any services or items canceled during exhibitor move-in or show site.
- NO REFUNDS will be granted for any services or items after the show has ended, including items ordered and not received.

### **ADVANCE ORDERS**

- The deadline to receive the advance price for Spring Market is Monday, January 15, 2024.
- CDS requires full payment, including tax, for services and rentals requested before the order is processed.
- Orders received without payment will not be processed.
- Please include your complete customer information on each form submitted.
- Advance payment for material handling should be based on an estimated weight.
- 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.

### **ON-SITE ORDERS**

- All on-site orders are payable upon placing the order.
- A credit card must be on file for material handling, regardless of payment method.
- Orders received after the advance date deadline or on the show site will be billed at standard prices.
- Orders will not be filled until payment has been received.

### **MATERIAL HANDLING/LABOR/RIGGING**

- If you are shipping items to our advance warehouse, to show site for CDS to accept, or shipping items outbound from show site with CDS or ordering labor for installation and dismantle, you must complete the credit card authorization form.
- Our services will not be performed unless we have a credit card authorization form on file.
- If you require outbound shipping services, your credit card will be charged.





# CREDIT CARD BILLING AUTHORIZATION & PAYMENT POLICY

**Spring Market – March 2024**

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.

CANCELLATION / REFUND POLICY

\*Orders canceled prior to March 12, 2024 will be refunded at 100% of the original price.  
 \*Orders canceled after March 12, 2024 will be refunded 50% of the original price.  
 \*No refunds will be granted for services or equipment not used or canceled after March 15, 2024.  
 \*No refunds will be granted for any services or items canceled during exhibitor move-in or show site.  
 \*No refunds will be granted for any services or items after the show has ended, including items ordered and not received.

Please enter total cost ordered from each page on appropriate line.

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Standard Furnishings \_\_\_\_\_

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Electrical Service \_\_\_\_\_

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Carpet \_\_\_\_\_

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Material Handling \_\_\_\_\_

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Grand Total            \$ \_\_\_\_\_

Convention Display Service, Inc. Federal ID #64-0656926  
 CDS is exempt from backup withholding tax

**There is a 3.5% fee for paying with a credit card. The amount will be automatically charged to your transaction total, or you may pay by check.**

**RETURN ORDERS WITH PAYMENT TO CDS:**

Address:                            908 Larson Street,  
    Jackson, MS 39202

By Fax:                              601-948-3824  
 Email:                                brooke@cds1958.com

**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 \_\_\_\_\_ BILLING ADDRESS: \_\_\_\_\_ BILLING ZIP CODE \_\_\_\_\_

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

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 \_\_\_\_\_ Title \_\_\_\_\_

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

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



**Spring Market  
March 20 – 24, 2024**

**ADVANCE ORDER DEADLINE: MARCH 12, 2024**

Qty	Description	Price before/on March 12, 2024	Price on March 13, 2024
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Qty	Description	Price before/on March 12, 2024	Price on March 13, 2024
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**Tables 24" wide x 30" high**

Skirted tables Include white vinyl top & pleated skirt on 3 sides

___ 4' 30" table with white skirt	\$ 55.00	\$ 75.00
___ 6' 30" table with white skirt	\$ 75.00	\$100.00
___ 8' 30" table with white skirt	\$ 95.00	\$125.00
___ 4 <sup>th</sup> Side Skirt, Optional	\$ 20.00	\$ 20.00
___ 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

___ Black Folding Chair	\$ 15.00	\$ 20.00
___ Arm Chair	\$ 50.00	\$ 65.00
___ High Stool	\$ 55.00	\$ 70.00
___ Aluminum Floor Easel	\$ 30.00	\$ 40.00
___ Wastebasket	\$ 15.00	\$ 20.00
___ 8' Post & Base Unit	\$ 10.00	\$ 12.00
___ Extender Rod	\$ 4.00	\$ 6.00
___ Add'l 8' h drapes per lin. ft	\$ 5.00	\$ 6.00

**Tables 24" wide x 42" high (counter height)**

Skirted tables include white vinyl top & pleated skirt on 3 sides

___ 4' 42" table with white skirt	\$ 80.00	\$100.00
___ 6' 42" table with white skirt	\$ 95.00	\$125.00
___ 8' 42" table with white skirt	\$110.00	\$145.00
___ 4 <sup>th</sup> Side Skirt, Optional	\$ 35.00	\$35.00
___ 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

**Available by advance order only by March 12, 2024**

___ 2' x 8' Chrome Gridwall panel	\$ 38.00
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**DO NOT ZIPTIE OR OTHERWISE ATTACH ANY GRIDWALL, INCLUDING YOUR OWN, TO THE METAL FRAME IN YOUR BOOTH. ALL GRIDWALL MUST BE FREESTANDING**

___ 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	\$ 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 8 % tax	\$ _____
Payment Enclosed	\$ _____

**CANCELLATION / REFUND POLICY**

- \*Orders canceled prior to March 12, 2024 will be refunded at 100% of the original price.
- \*Orders canceled after March 12, 2024 will be refunded 50% of the original price.
- \*No refunds will be granted for services or equipment not used or canceled after March 15, 2024.
- \*No refunds will be granted for any services or items canceled during exhibitor move-in or on show site.

**CREDIT CARD AUTHORIZATION**

\_\_\_ MASTERCARD \_\_\_ VISA \_\_\_ AMEX \_\_\_ DISCOVER

Account# \_\_\_\_\_

Exp. Date \_\_\_/\_\_\_/\_\_\_

Security Code: \_\_\_\_\_ Zip Code \_\_\_\_\_

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

Print Name on Card \_\_\_\_\_

Card Holder Signature \_\_\_\_\_

**There is a 3.5% fee for paying with a credit card. The amount will be automatically charged to your transaction total, or you may pay by check.**

**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](mailto:brooke@cds1958.com)

Fax: 601-948-3824

**Please call Brooke at 601-948-4228 for assistance**

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name \_\_\_\_\_

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

Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Fax ( \_\_\_\_\_ ) \_\_\_\_\_ Email: \_\_\_\_\_

## **ELECTRICAL SERVICES FREQUENTLY ASKED QUESTIONS:**

Ordering electrical service is an inevitable part of tradeshow preparation. For most tradeshow exhibits, the electrical requirements are pretty cut and dry.

Typically, a 10' x 10' booth that has a pop-up display or a few lights will only require one standard minimum service outlet (5 amp/500 watts) placed at the back of the booth and that is all that is needed. If the booth also has a laptop, lead retrieval, or point of sale, etc., then a second minimum electrical outlet is advised. It is always a good idea to keep your lighting and your point of sale or other items on separate lines.

Heavy duty equipment such as 220 volts/208 volt single or three phase is used to operate heavy equipment. This type of service is expensive and should be ordered by someone who is familiar with the equipment.

### **HOW CAN I SAVE MONEY AND FRUSTRATION WHEN ORDERING ELECTRICAL SERVICES?**

- Most importantly, make sure to submit your order before the discount price deadline date listed on the electrical order form.
- Orders received after the discount price deadline date or on the show floor are subject to a 20% to 25% increase in cost.
- Don't underestimate your power requirements and work within the local rules and regulations and union jurisdictions. Those rules and regulations have been implemented to avoid problems.
- While it may seem simple to plug in an electrical line, lights, and equipment, it is not uncommon for exhibit or non-electrical staff to overload circuits. Troubleshooting can become time consuming when it is difficult to find the source of a problem which cuts into your set up time, not to mention cause damage to your equipment.

### **HOW MANY OUTLETS WILL I HAVE TO PLUG IN TO? HOW MANY ITEMS CAN I PLUG IN?**

- You should always assume that there is only one connection point per outlet ordered.
- Power strips can provide additional sockets for you to use but do not confuse having more places to plug in with additional power.
- If you order one 500 watts/5-amp connection and use a power strip, everything combined that you plug in to the power strip cannot exceed the 500 watts ordered.
- Also remember that power strips are designed to trip at 1500 watts or 15 amps. If you use a power strip with a 2000 watt or 20-amp electrical outlet, it will reduce your power to 1500 watts/15 amps.

### **HOW MANY OUTLETS WILL I NEED?**

- Items like laptops, televisions, lead retrieval, phone chargers, etc. can be grouped together on one circuit provided they do not exceed the overall limit of watts/amps ordered.
- Some pieces of equipment do require its own dedicated circuit to run properly. Items such as a microwave, refrigerator, toaster, toaster oven, coffee makers, hot plates, blenders can overload circuits. Therefore, you would not plug one of those and a laptop into the same electrical line. Always order a dedicated electrical line for those items.

### **CAN I PLUG MY OWN ELECTRICAL CORD INTO THE FLOOR BOXES OR WALL OUTLET AT THE FACILITY?**

- For safety reasons, exhibitors are not able to plug any electrical cords into the floor boxes, wall outlets, etc.
- The show's electrical contractor is liable for electrical installations and therefore must perform all electrical floor or booth work.
- While it may seem simple to plug in an electrical line, lights, and equipment, it is not uncommon for exhibit or non-electrical staff to overload circuits. Troubleshooting can become time consuming when it is difficult to find the source of a problem which cuts into your set up time.

### **CAN I USE MY OWN EXTENSION CORD, MULTI STRIP, POWER SURGE, ETC.?**

- Exhibitors may use their own extension cords and power strips under the following conditions:
  - The equipment must be 3 wire, 14 gauge minimum with a ground and UL approved.
  - All power strips must have circuit protection.
  - The extension cord will be plugged into a CDS electrical line. NO EXCEPTIONS
- You cannot plug directly into the facility floor boxes, wall outlets or columns.
- REMEMBER:
  - Power strips merely give you additional outlets.
  - Surge protectors protect your equipment from spikes in electrical voltage.

### **WHEN WILL MY ELECTRICAL CORD AND POWER BE IN MY BOOTH?**

- Power is only guaranteed to be installed before the show opens.
- If CDS is allowed early enough access to the facility, power is normally in your booth the first day of exhibitor move in, but there is no guarantee that will always be the case.
- If you have special requests for temporary power to test machinery or equipment, please note that on your order form and we will do our best to accommodate.

### **DO I NEED TO ORDER POWER FOR MY LIGHTING NEEDS?**

- Exhibitors supplying their own lighting or renting lights will need to order power.
- If you need CDS to hang your lights, you will need to order labor.

### **IS THE PRICE FOR ELECTRICAL PER DAY?**

- The cost of electrical service is for the duration of the entire show.

### **WHERE WILL MY POWER BE LOCATED?**

- The power source will be located on the floor somewhere along the rear drape line of your booth.
- If you would like your power in another location, please submit an electrical layout with the location indicated.
- Please keep in mind that CDS will be limited to where we can place the power source due to the locations of the floor boxes from which the outlets are fed.

### **HOW DO I KNOW IF I NEED A 208V SINGLE OR THREE PHASE CONNECTION?**

- Most exhibitors do not require special connections like a 208V. These types of electrical services are for heavy equipment and/or specialized equipment. All equipment is stamped or labeled with electrical ratings usually found on the back or bottom of the equipment.
- Standard office and household items operate on 110/120-volt power.



## ELECTRICAL USAGE GUIDE

*All wattage values listed below are estimates only.*

*You should refer to the name plate, usually located on the back or bottom, to determine the actual wattage required for your item(s) and place your order for the corresponding watts for each piece of equipment to avoid tripping/power outages during the event.*

*CDS is not responsible for damage to equipment for exhibitors' failure to order/supply the correct wattage.*

<u>ITEM</u>	<u>ESTIMATED WATTAGE</u>	<u>ITEM</u>	<u>ESTIMATED WATTAGE</u>
Air Fryer, Small	1500	Juicer, Small	400
Air Fryer, Large	2000	Juicer, Large	1500
Blender	500 - 1000	Laptop	100
Card Reader	500	Lead Retrieval	1 – 500
Cash Register	100 - 200	Mac Book Pro	85
Cell Phone Charger	25	Microwave	600 – 2000
Chrome Book	40 - 50	Popcorn Maker	1500 – 2000
Clothes Steamer	1000 - 2000	Printer, Desktop	100 – 500
Coffee Pot	600 - 1750	Printer, Laser	400 - 1000
Computer, Desktop	200 - 900	Projector	1000
Computer Monitor, Desktop	120 - 200	Rice Cooker	200
Computer Monitor, Flat Screen	250 - 500	Sandwich Maker	700
Crock pot	1000 - 1500	Slow Cooker	200
Deep Fryer	1000 - 1200	Steamer, Clothes	2000
Electric Skillet	1200 - 2000	Toaster	850
Food Processor	400	Toaster Oven	1200
Griddle	1250 - 1500	TV, 32" LED	50
Hand Mixer	150	TV, 49" LED	85
Heater, Portable	1500 - 2000	TV, 65", LED	100
Heat Lamp	250 watts	TV, 82" LED	230
Heat Press for Shirts	2000	TV, 42" Plasma	240
Hot Plate	1000 - 2000	TV, 50" Plasma	375 – 500
iPad	10 – 20	Vacuum Cleaner	500 – 1500
Iron	1100	VCR/DVD Player	100



**Spring Market**  
**March 20 – 24, 2024**

**ADVANCE PRICE DEADLINE:**  
**March 12, 2024**

Electrical service is not included with the rental of your booth space.

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

Qty	Description	Price before/on March 12, 2024	Price on March 13, 2024
-----	-------------	-----------------------------------	----------------------------

**120/110 Volt Service**

___ 500 Watts ( 5 Amps)	\$110.00	\$130.00___
___ 1000 Watts (10 Amps)	\$120.00	\$144.00___
___ 1500 Watts (15 Amps)	\$130.00	\$156.00___
___ 2000 Watts (20 Amps)	\$145.00	\$175.00___

**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.**

**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___

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

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

<u>CANCELLATION / REFUND POLICY</u>
<ul style="list-style-type: none"> <li>• Orders canceled prior to March 12, 2024 will be refunded at 100% of the original price.</li> <li>• Orders canceled after March 12, 2024 will be refunded at 50% of the original price.</li> <li>• No refunds will be granted for services or equipment not used or canceled after March 15, 2024.</li> <li>• No refunds will be granted for any services or items canceled during exhibitor move-in or show site.</li> <li>• No refunds will be granted for any services or items after the show has ended, including items ordered and not receive</li> </ul>

CREDIT CARD
___ MASTERCARD ___ VISA ___ AMEX ___ DISCOVER
Account # _____
Exp. Date ___/___
Security Code: _____
Billing Address: _____
Billing Zip Code: _____
Print Name on Card _____
Card Holder Signature _____
<b>There is a 3.5% convenience fee for paying with a credit card. The amount will be automatically charged to your transaction total, or you may pay by check.</b>

**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](mailto:brooke@cds1958.com)

Fax: 601-948-3824

Please call Brooke at 601-948-4228

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

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

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

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

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



**STANDARD BOOTH CARPET**

Show: Spring Market  
 Order Deadline – March 12, 2024  
 Phone Orders Not Accepted

Qty	Description	Price on/before March 12th	Price starts on March 13th
<b>Standard Booth Carpet – 9' Wide</b>			
___	9' x 10' Standard Carpet	\$ 63.00	\$ 83.00
___	9' X 20' Standard Carpet	\$126.00	\$166.00
___	9' x 30' Standard Carpet	\$189.00	\$249.00
Over 30' in length (price per linear foot)			
___	9' x ___' Standard Carpet	\$ 6.30'	\$ 8.30'
<b>Standard Padding</b>			
___	9' x 10'	\$ 40.00	\$ 53.00
___	9' x 20'	\$ 80.00	\$106.00
___	9' x 30'	\$120.00	\$159.00
Over 30'in length (price per linear foot)			
___	9 x ___'	\$ 4.00'	\$ 5.30'

**Carpet Color – Gray Mist**

**CANCELLATION / REFUND POLICY**

\*Orders canceled prior to March 12, 2024 will be refunded at 100% of original price.

\*Orders canceled after March 12, 2024 will be refunded at 50% of original price

\*No refunds will be granted for services or equipment not used, or canceled after March 15, 2024.

\*No refunds will be granted for any services or items canceled during exhibitor move-in or on show site.

\*No refunds will be granted for any services or items after the show has ended, including items ordered and not received.

<i>Sub Total</i>	\$ _____
<i>Add 8 % sales tax</i>	\$ _____
<i>Payment Enclosed</i>	\$ _____

**CREDIT CARD**

**CREDIT CARD AUTHORIZATION**

\_\_\_ MASTERCARD \_\_\_ VISA \_\_\_ AMEX \_\_\_ DISCOVER

Account# \_\_\_\_\_

Exp. Date \_\_\_/\_\_\_

Security Code: \_\_\_\_\_ Zip Code \_\_\_\_\_

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

Print Name on Card \_\_\_\_\_

Card Holder Signature \_\_\_\_\_

There is a 3.5% fee for paying with a credit card. Amount will be automatically charged to your transaction total, or you may pay by check.

**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](mailto:brooke@cds1958.com)  
 Fax: 601-948-3824

Please contact Brooke at [brooke@cds1958.com](mailto:brooke@cds1958.com) or call 601-948-4228 for assistance

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

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

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

Email \_\_\_\_\_

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



**Spring Market  
Mississippi Trademart – Jackson, MS  
March 20 – 24, 2024**

**SHIPPING AND MATERIAL HANDLING TIPS**

It is the responsibility of the exhibiting company to arrange 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 (ABF 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.





**Spring Market – Jackson, MS – March 20 – 24, 2024**

### **SHIPPING INFORMATION AND INSTRUCTIONS**

Material handling is the process of receiving your materials, either at the advance warehouse, delivering them to your booth, removing the empty containers for storage during the show, returning the empty containers to your booth at the close of the show, delivering your materials back to the dock and loading outbound shipping. Material handling fees are a round trip fee.

#### **ADVANCE SHIPMENTS**

- Advance shipping is the recommended option, as some convention centers, hotels and facilities do not have facilities for receiving or storing freight. Items shipped to the CDS advance warehouse will be stored for 30 days prior to the show and will be delivered to the exhibit hall and your booth by the CDS team.
- The advanced warehouse will begin receiving shipments on Monday, February 12 – Tuesday, March 12, 2024.
- All advanced shipments must arrive by Tuesday, March 12, 2024.
- Receiving hours are 8:00 am until 4:00 pm, Monday through Friday. Shipments are not received on weekends or holidays.
- All shipments must be prepaid. Collect shipments will be refused by CDS.
- Shipments received without receipts, bills of lading, freight bills or specified unit counts on the receipts, bills of lading or freight bills from carriers will be delivered to the exhibitor's booth without guarantee of piece count or condition. Material handling and additional charges may apply.
- Small packages – Cartons, envelopes, etc. under 50 lbs., received in a SINGLE shipment- will be charged \$30.00 for the first piece and \$12.00 for each additional piece in the same shipment.
- Pricing is based on weight of shipment received. If no weight ticket or inaccurate weight tickets are indicated on the delivery documents presented, CDS reserves the right to estimate, and charges shall be based on the estimates. The estimated weight shall be final and binding if actual scale weight figures are not submitted prior to the close of the show.

#### **ADVANCE SHIPPING STEPS**

- ✓ Remove all old shipping and empty storage labels.
- ✓ Print new advance shipping labels and affix them to your items.
- ✓ Complete a bill of lading or freight bill showing number of pieces, weight and type and affix to your items.
- ✓ Confirm your target shipping dates, shipping addresses, material handling charges, polices, etc.
- ✓ Order material handling service with CDS
- ✓ Arrange shipping with your carrier.
- ✓ Provide your carrier with explicit information as to where and when to check in, where to deliver, 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 advance shipping plans to the show, remember to also plan for the return shipment.
- ✓ Make sure the following 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.



**Spring Market – Jackson, MS – March 20 – 24, 2024**

## **SHIPPING INFORMATION AND INSTRUCTIONS CONTINUED**

### **DIRECT TO SITE SHIPMENTS**

- All shipments shipped direct to the show site **MUST ARRIVE NO EARLIER THAN WEDNESDAY MARCH 20<sup>th</sup>**.
- Any shipments arriving prior to March 20, 2024 may be refused.
- As an exhibitor, it is your responsibility to instruct your carrier of the proper date for direct to show site deliveries.
- CDS will not be responsible for refused or delayed shipments resulting from attempted deliveries to show site prior to March 20, 2024. Shipments signed for by the facility staff may be turned over to CDS for distribution. If so, exhibitors will be charged a material handling fee accordingly,
- CDS is not responsible for any shipments sent direct to the show site, unless otherwise contracted to accept the freight on an exhibitor's behalf. In this event, a credit card must be placed on file and material handling charges will be applied to the credit card.
- Please note that when choosing direct to show site shipping, your items are not guaranteed to be in your booth upon your arrival. Your shipment will arrive at your booth when your carrier arrives and delivers it to your booth, or you retrieve it from the carrier. CDS is not involved in direct to show site shipping in any way, unless contracted.
- If CDS is required by the facility to accept any show site deliveries or a carrier is unable to locate an exhibitor for a signature, CDS will accept the shipments and exhibitors will be charged a material handling fee accordingly. A credit card will need to be placed on file prior to CDS placing the items in an exhibitor's booth.

### **DIRECT TO SITE SHIPPING STEPS**

- ✓ Remove all old shipping and empty storage labels.
- ✓ Print new advance shipping labels and affix to your items.
- ✓ Complete a bill of lading or freight bill showing number of pieces, weight and type and affix to your items.
- ✓ Confirm your target shipping dates, shipping addresses, material handling charges, polices, etc.
- ✓ Order material handling service with CDS
- ✓ Arrange shipping with your carrier.
- ✓ Provide your carrier with explicit information as to where and when to check in, where to deliver, etc.
- ✓ Delivery times are often out of range of the "normal" delivery hours, make sure your carrier is committed to meeting your target dates and times.
- ✓ Make sure the following 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.



**\_Spring Market – Jackson, MS – March 20 – 24, 2024**

**SHIPPING INFORMATION AND INSTRUCTIONS CONTINUED**

**OUTBOUND SHIPPING**

**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.
- It is your responsibility to make certain that your shipments are re-packed, labeled and properly executed shipping documents are tendered to CDS before departing the show floor.
- If you have multiple items to be shipped, group the portions together so a stray piece will not be overlooked.
- 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 is not responsible for any lost, stolen, or damaged materials.
- A bill of lading, freight bill or air bill is required on ALL outbound shipments, regardless of carrier and is mandatory for CDS to release your materials to your specific carrier at the close of the show.
- After your materials are packed, labeled and ready to be shipped, return the completed bill of lading, material handling, return shipping forms, along with the Credit Card Authorization to the CDS Service Desk. **DO NOT LEAVE OUTBOUND BILLS OF LADING IN YOUR BOOTH.**
- The preferred show carriers are ABF/ArcBest and FedEx Air. CDS can make outbound arrangements with ABF/ArcBest 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.
- 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 pick up the day they are called. Plan ahead!
- If using an alternate carrier, please provide CDS with shipping documents and/or labels as well as the CDS return shipping form for documentation.
- All carriers must be at the Mississippi Trademart for outbound shipment pick up by 6:00 pm on Sunday, March 24, 2024.
- If a carrier fails to arrive by 6:00 pm on Sunday March 24, 2024, CDS reserves the right to clear the floor and re-route shipments via one of the show carriers at the exhibitor’s expense. CDS assumes no liability for such removal or re-routing. **NO** shipments will be left on the show floor.
- Shipments without paperwork turned in to CDS will be forced onto another carrier at Exhibitor’s expense.



## SHIPPING & MATERIAL HANDLING INFORMATION

Spring Market  
Mississippi Trademart  
March 20 - 24, 2024

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 Company Name**  
**Spring Market**  
**c/o CDS**  
**908 Larson Street**  
**Jackson, MS 39202**

**SHIPMENTS WILL BE ACCEPTED AT THE ADVANCE WAREHOUSE BETWEEN MONDAY, FEBRUARY 12 AND TUESDAY, MARCH 12, 2024. It is recommended that shipments arrive no later than March 12, 2024 to ensure timely delivery to the show site. Shipments arriving prior to February 12, 2024 may incur storage fees.**

*Receiving hours are 8 AM to 4 PM, Monday – Friday. Closed on Saturday and Sunday*

#### DIRECT TO SITE

**Exhibiting Firm Name**  
**Spring Market**  
**c/o Mississippi Trademart**  
**1200 East Mississippi Street**  
**Jackson, MS 39202**

### **SHIPMENTS WILL NOT BE ACCEPTED ON-SITE UNTIL WEDNESDAY, MARCH 20, 2024.**

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 the facility personnel may be turned over to CDS distribution. Exhibitors will be charged accordingly.

**If exhibitors are not on site to receive and sign for delivery or not located by freight delivery drivers, shipments will be signed for by CDS personnel and exhibitors will be charged a drayage fee accordingly. A credit card will need to be supplied to CDS for payment before freight is placed in the booth.**

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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.

**ADVANCE WAREHOUSE SHIPPING LABEL**

ALL INBOUND SHIPMENTS MUST INCLUDE THIS LABEL ON ALL PACKAGES. MAKE COPIES FOR ADDITIONAL LABELS

Schedule your shipments to arrive at this location between Monday, February 12 – Tuesday, March 12, 2024

TO: \_\_\_\_\_

(WRITE THE EXHIBITING COMPANY NAME ON THIS LINE – PLEASE DO NOT WRITE THE NAME OF THE SHOW OR AN INDIVIDUAL'S NAME)

Spring Market  
c/o CDS  
908 Larson Street  
Jackson, MS 39202

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

PIECE \_\_\_\_\_ OF \_\_\_\_\_

(Please number each piece)

**ADVANCE WAREHOUSE SHIPPING LABEL**

ALL INBOUND SHIPMENTS MUST INCLUDE THIS LABEL ON ALL PACKAGES. MAKE COPIES FOR ADDITIONAL LABELS

Schedule your shipments to arrive at this location between Monday, February 12 – Tuesday, March 12, 2024

TO: \_\_\_\_\_

(WRITE THE EXHIBITING COMPANY NAME ON THIS LINE – PLEASE DO NOT WRITE THE NAME OF THE SHOW OR AN INDIVIDUAL'S NAME)

Spring Market  
c/o CDS  
908 Larson Street  
Jackson, MS 39202

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

PIECE \_\_\_\_\_ OF \_\_\_\_\_

(Please number each piece)

**ADVANCE WAREHOUSE SHIPPING LABEL**

ALL INBOUND SHIPMENTS MUST INCLUDE THIS LABEL ON ALL PACKAGES. MAKE COPIES FOR ADDITIONAL LABELS

Schedule your shipments to arrive at this location between Monday, February 12 – Tuesday, March 12, 2024

TO: \_\_\_\_\_

(WRITE THE EXHIBITING COMPANY NAME ON THIS LINE – PLEASE DO NOT WRITE THE NAME OF THE SHOW OR AN INDIVIDUAL'S NAME)

Spring Market  
c/o CDS  
908 Larson Street  
Jackson, MS 39202

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

PIECE \_\_\_\_\_ OF \_\_\_\_\_

(Please number each piece)

**ADVANCE WAREHOUSE SHIPPING LABEL**

ALL INBOUND SHIPMENTS MUST INCLUDE THIS LABEL ON ALL PACKAGES. MAKE COPIES FOR ADDITIONAL LABELS

Schedule your shipments to arrive at this location between Monday, February 12 – Tuesday, March 12, 2024

TO: \_\_\_\_\_

(WRITE THE EXHIBITING COMPANY NAME ON THIS LINE – PLEASE DO NOT WRITE THE NAME OF THE SHOW OR AN INDIVIDUAL'S NAME)

Spring Market  
c/o CDS  
908 Larson Street  
Jackson, MS 39202

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

PIECE \_\_\_\_\_ OF \_\_\_\_\_

(Please number each piece)

DIRECT TO SHOW SITE SHIPPING LABEL

Schedule your shipments to arrive at this location on or after  
Wednesday, March 20, 2024

TO: \_\_\_\_\_

(WRITE THE EXHIBITING COMPANY NAME ON THIS  
LINE – PLEASE DO NOT THE NAME OF THE SHOW OR  
AN INDIVIDUAL’S NAME!)

Spring Market  
c/o Mississippi Trademart Building  
Fairground Complex  
1200 East Mississippi Street  
Jackson, MS 39202

Booth Number: \_\_\_\_\_

PIECE \_\_\_\_\_ OF \_\_\_\_\_

DO NOT ATTEMPT TO DELIVER PRIOR TO  
WEDNESDAY, MARCH 20, 2024

**You must include MS TRADEMART on the  
shipping address, or your items could be  
delivered to the Coliseum.**

DIRECT TO SHOW SITE SHIPPING LABEL

Schedule your shipments to arrive at this location on or after  
Wednesday, March 20, 2024

TO: \_\_\_\_\_

(WRITE THE EXHIBITING COMPANY NAME ON THIS  
LINE – PLEASE DO NOT THE NAME OF THE SHOW OR  
AN INDIVIDUAL’S NAME!)

Spring Market  
c/o Mississippi Trademart Building  
Fairground Complex  
1200 East Mississippi Street  
Jackson, MS 39202

Booth Number: \_\_\_\_\_

PIECE \_\_\_\_\_ OF \_\_\_\_\_

DO NOT ATTEMPT TO DELIVER PRIOR TO  
WEDNESDAY, MARCH 20, 2024

**You must include MS TRADEMART on the  
shipping address, or your items could be  
delivered to the Coliseum.**

DIRECT TO SHOW SITE SHIPPING LABEL

Schedule your shipments to arrive at this location on or after  
Wednesday, March 20, 2024

TO: \_\_\_\_\_

(WRITE THE EXHIBITING COMPANY NAME ON THIS  
LINE – PLEASE DO NOT THE NAME OF THE SHOW OR  
AN INDIVIDUAL’S NAME!)

Spring Market  
c/o Mississippi Trademart Building  
Fairground Complex  
1200 East Mississippi Street  
Jackson, MS 39202

Booth Number: \_\_\_\_\_

PIECE \_\_\_\_\_ OF \_\_\_\_\_

DO NOT ATTEMPT TO DELIVER PRIOR TO  
WEDNESDAY, MARCH 20, 2024

**You must include MS TRADEMART on the  
shipping address, or your items could be  
delivered to the Coliseum.**

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Schedule your shipments to arrive at this location on or after  
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Spring Market  
c/o Mississippi Trademart Building  
Fairground Complex  
1200 East Mississippi Street  
Jackson, MS 39202

Booth Number: \_\_\_\_\_

PIECE \_\_\_\_\_ OF \_\_\_\_\_

DO NOT ATTEMPT TO DELIVER PRIOR TO  
WEDNESDAY, MARCH 20, 2024

**You must include MS TRADEMART on the  
shipping address, or your items could be  
delivered to the Coliseum.**



**MATERIAL HANDLING  
RATE SCHEDULE  
Spring Market**

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	MATERIAL HANDLING FEES
<ul style="list-style-type: none"> <li>* 1. Receive &amp; store <b>crated, boxed, or skidded shipments</b> (30 days free storage prior to exhibitor move-in)</li> <li>* 2. Handling to Exhibit Hall</li> <li>* 3. Charges from dock to exhibitor's space, empty crate removal and return, and loading out on carrier are all included in rate</li> <li>* Uncrated or loose materials and local deliveries will be accepted at the show site only.</li> </ul>	<ul style="list-style-type: none"> <li>• \$100.00 Minimum Charge 51 lbs. to 200 lbs.</li> <li>• \$50.00 CWT per hundred weight 201 lbs. and over</li> </ul> <p>Small packages: = Maximum weight per piece, per delivery is 50 lbs.</p> <ul style="list-style-type: none"> <li>• First small package 1 lb. – 50 lbs. \$30.00</li> <li>• Each additional package in shipment 1 lb. – 50 lbs. \$12.00 each</li> </ul> <p>Cartons, envelopes, or other containers received without documentation via specialized carriers (UPS, FedEx, etc.) will be delivered without guarantee of piece count or condition.</p> <p>Shipments received via specialized carriers not falling into the small package category will be subject to CWT rates.</p>

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 = \$ \_\_\_\_\_

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**

<p align="center"><b>CREDIT CARD AUTHORIZATION</b></p> <p>___ MASTERCARD ___ VISA ___ AMEX ___ DISCOVER</p> <p>Account# _____</p> <p>Exp. Date ___ / ___</p> <p>Security Code: _____ Zip Code _____</p> <p>Billing Address: _____</p> <p>Print Name on Card _____</p> <p>Card Holder Signature _____</p> <p>There is a 3.5% fee for paying with a credit card. Amount will be automatically charged to your transaction total, or you may pay by check.</p>	<p align="center"><b>Return order forms with payment to:</b></p> <p align="center"><b>Convention Display Service, Inc.</b></p> <p align="center"><b>P. O. Box 13387, Jackson, MS 39236-3387</b></p> <p align="center">or</p> <p align="center"><b>908 Larson Street, Jackson, MS 39202</b></p> <p align="center">or</p> <p align="center">Email to: <a href="mailto:brooke@cds1958.com">brooke@cds1958.com</a></p> <p align="center">Fax: 601-948-3824</p> <p align="center">Please contact Brooke at <a href="mailto:brooke@cds1958.com">brooke@cds1958.com</a> or 601-948-4228 for assistance</p>
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Exhibiting Company Name: \_\_\_\_\_

Print Contact Name: \_\_\_\_\_

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

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

Signature \_\_\_\_\_



**Spring Market – Jackson, TN – March 2024**

**OUTBOUND CARRIER INFORMATION:**

**CDS can only schedule outbound shipping arrangements with:**

1) FedEx Air (**NOT GROUND OR FREIGHT**)

- FedEx Air is:
  - 3-day saver
  - 2-day afternoon
  - 2-day AM
  - Standard Overnight
  - Priority Overnight
  - First Overnight

FedEx Air restrictions:

- Each package must weigh 150 lbs. or less.
- No larger than 119" in length
- NO PALLETS!
- **Pallets and anything over 150 lbs. CANNOT BE SHIPPED FEDEX AIR OR GROUND.** Those items will need to be shipped FedEx Freight.
- Exhibitors must supply their FedEx Air account number to CDS via the return shipping form in the packet (NOT GROUND OR FREIGHT). CDS does not pay freight carrier shipping charges!
- Exhibitors must complete a FedEx Air bill for EACH package they are shipping. FedEx WILL NOT pick up items without a completed air bill on each piece being shipped.
- Exhibitors – DO NOT leave any shipments in the booth and assume they will be picked up!  
CDS will not be responsible for any freight that is left due to the exhibitor walking off the show floor without speaking to CDS staff.

2) ABF / ArcBest

- Exhibitors must complete an ABF Bill of Lading and turn it in to the CDS staff on site.
- Each piece in the shipment must have an outbound delivery address label attached, completed by the exhibitor.
- The pro number on the Bill of Lading for the shipment will be attached to each individual piece in a single shipment by ABF/ArcBest.

3) UPS Ground (NOT FREIGHT)

- CDS can make the outbound arrangements with UPS Ground BUT exhibitors will need to supply the outbound label. CDS does not have outbound UPS labels.





**Spring Market – Jackson, MS – March 2024**

**FOR ANY OTHER OUTBOUND CARRIERS:**

EXHIBITORS WILL NEED TO SCHEDULE THEIR OWN PICK-UP ARRANGEMENTS WITH ANY CARRIER OTHER THAN THOSE LISTED ABOVE.  
CDS CANNOT MAKE 3<sup>RD</sup> PARTY ARRANGEMENTS WITH ANY OTHER CARRIERS!

Exhibitors must supply CDS with a completed BOL regardless of the carrier they are using, even if they have made their own arrangements.

Do not leave any shipments in the booth and assume they will be picked up!  
CDS will not be responsible for any freight that is left due to the exhibitor walking off the show floor without speaking to CDS staff.

If exhibitors do not have a bill of lading, they can request a generic bill of lading at the service desk to complete and write the name of their carrier across the top.

For liability reasons, and to ensure an exhibitor's freight is loaded properly, all carriers MUST be able to request the shipment by company name, what they are picking up, along with a bill of lading or other documentation. Please be sure to instruct your carrier to do so or we will not release your freight.

Shipments will not be released without proper documentation from an exhibitor's carrier or until payment has been received for CDS material handling charges. All carriers will need to have documentation of the company name and what items they are scheduled to pick up, either a paper bol or electronic bol, etc.

**WE WILL NOT RELEASE FREIGHT TO A DRIVER THAT SAYS, "I'M HERE FOR A PICKUP." BUT CANNOT TELL US 1) THE COMPANY NAME HE IS PICKING UP FOR and 2) WHAT ITEMS HE IS SUPPOSED TO PICK UP.**



**RETURN SHIPPING FORM**

**Spring Market  
Mississippi Trademart**

*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:

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. A limited number of Bills of Lading, FedEx Airbills and labels are available at the CDS service desk.

Freight charges will be billed through ABF Freight, FedEx, or your preferred carrier.  
 Note: Drayage/Material handling fees will be billed through Convention Display Service.

ABF FREIGHT SYSTEM ABF Billing Address: (required) \_\_\_\_\_

ABF Account # (required) \_\_\_\_\_

FEDEX AIR FedEx Acct. # (required) \_\_\_\_\_

OTHER CARRIER (please name) \_\_\_\_\_

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

EXHIBITORS NOT USING ABF OR FEDEX AIR ARE RESPONSIBLE FOR ARRANGING CARRIER PICK UP

CONVENTION DISPLAY SERVICE DOES NOT CONTACT ANY TRUCKING OR FREIGHT COMPANY OTHER THAN THE SHOW CARRIERS!

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

A BILL OF LADING MUST BE COMPLETED REGARDLESS OF THE CARRIER USED. CDS WILL NOT RELEASE SHIPMENTS TO ANY CARRIER UNLESS PROPERLY EXECUTED SHIPPING DOCUMENTS HAVE BEEN PRESENTED TO CDS.

ALL CARRIERS MUST BE ON SITE FOR PICK UP BY 6:00 PM ON SUNDAY, MARCH 24, 2024.

CONVENTION DISPLAY SERVICE, INC. RESERVES THE RIGHT TO RE-ROUTE ANY SHIPMENT IF A DESIGNATED CARRIER FAILS TO CHECK IN WITH CDS BY 6:00 PM on SUNDAY, MARCH 25, 2024. Convention Display Service, Inc. assumes no liability because of such re-routing or handling. The exhibiting firm will be charged accordingly. Convention Display Service, Inc. is not responsible for shipments left in the booth by exhibitor.

**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 - brooke@cds1958.com**

Company Name \_\_\_\_\_ Booth# \_\_\_\_\_

Address \_\_\_\_\_

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

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

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