



Exhibitor Service Manual

**Holiday Market
AgriCenter International
October 25-27, 2024**



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Agricenter International
October 25-27, 2024

EMAIL:
JENNIFER@HICKSCONVENTIONS.COM
Phone : 901-272-1171

CHARGE AUTHORIZATION FORM PLEASE PRINT CLEARLY OR

TYPE. Complete, sign and return this form with your orders.

Form with fields: Company Name, Booth #, Billing Address, City, State, Zip, Ordered By, Date, Phone, Fax

PLEASE PRINT CLEARLY OR TYPE: Check the appropriate box, list card number and expiration date.

Form with checkboxes for American Express, Master Card, VISA and a V-Code field.

Form with a grid of 16 boxes for card number and an expiration date field.

SIGNATURE OF CARDHOLDER (as it appears on card):

PRINT NAME (as it appears on card):

PRINT NAME OF PERSON(S) AUTHORIZED TO SIGN AT SHOWSITE:

- Any charge back fee resulting from invalid charge disputes will incur a \$25.00 fee, per occurrence.

IMPORTANT: Any show site balances or charges for outbound freight, labor or miscellaneous items not paid, will be charged to your credit card account where applicable.



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FURNITURE ORDER FORM

CANCELLATION POLICY: Items cancelled after delivery to booth will be subject to a 50% charge of the original price.

USE OF EQUIPMENT: Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Hicks Convention Services cannot be responsible for injuries or falls caused by the improper use of rental furniture. All materials are on a rental basis and remain the property of Hicks Convention Services.

ITEMS	PRICE	QTY
4' Table Topped & Skirted	\$20.00	_____
4' Table No Skirt	\$15.00	_____
6' Table Topped & Skirted	\$25.00	_____
6' Table No Skirt	\$20.00	_____
8' Table Topped & Skirted	\$30.00	_____
8' Table No Skirt	\$25.00	_____
Raise table to 42" w/skirt	\$20.00	_____
Wastebasket w/Liner	\$10.00	_____
Easels	\$15.00	_____
Samsonite Folding Chair	\$5.00	_____

CARPETING	PRICE	QTY
10' x 10'	\$75.00	_____
10' x 20'	\$150.00	_____
Carpet Padding (Per Sq. Ft.)	\$ 0.75	_____

CIRCLE CARPET COLOR:

Black Red Blue Grey

CIRCLE SKIRT COLOR:

Red Blue Silver Black White

Show Color: White

Total of items: Ordered: \$ _____ + 9.75% _____ =Amt. due _____

Company Name _____ Booth# _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

Authorized by (please print or type) _____

Signature _____ Title _____



UTILITY REQUEST FORM

****Electrical fees are due directly to Agricenter International and are NOT included in your booth price.****
****All Rates include TN Sales Tax of 9.75% ****

NAME OF EVENT: Holiday Market EVENT DATE: October 25-27, 2024

BOOTH NAME: _____ BOOTH NUMBER(s): _____

ADDRESS: _____ CITY _____ STATE _____ ZIP _____

PHONE: _____ FAX: _____ EMAIL: _____

PAYMENT: CHECK _____ VISA _____ MASTERCARD _____ DISCOVER _____ AMEX _____

CARD #: _____ V-Code: ___ EXP. DATE: _____ NAME ON CARD: _____

AUTHORIZED BY : _____
(Printed Name) (Signature)

ELECTRICAL SERVICE				
QUANTITY	DESCRIPTION	ADVANCE RATE (4 days prior to show)	FLOOR RATE	AMOUNT
	8amp, 110v (1300w MAX)	\$ 85.00	\$ 100.00	
	20 amp, 110v, Dedicated (1700w MAX)	\$ 110.00	\$ 135.00	
	30 amp, 110v, Dedicated (2600w MAX)	\$ 145.00	\$ 165.00	
	20 amp, 208v, 3/4 Wire, Dedicated	\$ 185.00	\$ 200.00	
	30 amp, 208v, 3/4 Wire, Dedicated	\$ 240.00	\$ 265.00	

Higher Amperage Must be ordered 4 Days in advance. **Floor Orders will NOT be taken.**

	40 amp, 208v, 3/4 Wire, Dedicated	\$ 305.00		
	50 amp, 208v, 3/4 Wire, Dedicated	\$ 360.00		
	30 amp, 208v, Three Phase	\$ 300.00		
	40 amp, 208v, Three Phase	\$ 385.00		

(Anything over 40 amp, Three Phase is an additional \$4.00 per amp)

TOTAL ELECTRICAL CHARGES: _____

**** EQUIPMENT DESCRIPTION & AMPERAGE IS REQUIRED FOR ALL EQUIPMENT NEEDING DEDICATED LINES:**

Description: _____ Amperage: _____ Circle One: 3 Wire Plug 4 Wire Plug

Description: _____ Amperage: _____ Circle One: 3 Wire Plug 4 Wire Plug

Description: _____ Amperage: _____ Circle One: 3 Wire Plug 4 Wire Plug

TELEPHONE AND INTERNET SERVICE

**Phone service or internet MUST be ordered 4 business days in advance. (Limited availability)
Agricenter does not guarantee through-put rates on phone or data lines.**

	Unit Cost	Quantity	Cost
Standard Phone Line (per booth)	\$150.00	_____	_____
Ethernet (Hard Wire)	\$150.00	_____	_____
Wireless Access (Wi-Fi)	\$ 75.00	_____	_____

TOTAL UTILITY COST: _____

CONDITIONS & SAFETY REGULATIONS:

- Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors unless specified otherwise
 - All equipment, regardless of source of power, must comply with all federal, state and local building and safety codes.
 - All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, horsepower, etc.
- The parties agree that the implied warranties of merchantability and fitness for a particular purpose and all other warranties, expressed or implied, are excluded from this agreement. Agricenter International does not assume any liability for damages or damage of any sort whatsoever to user's goods or equipment arising from any cause whatsoever.
4. All power cords, pigtails, and adaptors are property of Agricenter International and must be accounted for at the end of the show. A \$50 fee will be assessed for cords, pigtails and adaptors not account for, and charged to the credit card number above or billed to the vendor listed above.

Make Remittance Payable to: Agricenter International
Mail to: Agricenter International, 7777 Walnut Grove Road, Memphis, TN 38120
Email: EHorner@agricenter.org **Fax:** 901-757-7783
Please direct questions to 901-757-7777, ext. 0