



Spring Market – Jackson, MS  
Mississippi Trademart  
March 24 – 26, 2023

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

**Booth Furnishings:** 8 ft. tall back and side drapes  
Drapes will be white  
Table skirts will be white

**PLEASE DO NOT PIN, TAPE, ZIPTIE, VELCRO, STAPLE or OTHERWISE ALTER CDS CLOTH GOODS.**

**EXHIBITORS ARE FINANCIALLY RESPONSIBLE FOR REPLACEMENT COST FOR ANY DAMAGE OR MODIFICATIONS MADE TO CLOTH GOODS OR ANY OTHER EQUIPMENT RENTED FROM CDS**

**BOOTHS ARE NOT PROVIDED WITH FURNISHINGS OR ELECTRICAL SERVICE**



**If you need electrical service, it must be ordered through CDS.  
Plugging directly into floor boxes or wall outlets is strictly prohibited.  
This rule is strictly enforced by CDS, the Mississippi Trademart and the MS Fire Marshal.**

If you would like to order furnishings, electrical service, 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

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

**Exhibit Hall:** The Mississippi Trademart is not carpeted.  
Booth carpet is available for rent by exhibitor order

#### Deadline Dates

- **Monday, February 13** Advance shipments may begin arriving at the warehouse  
*Advance warehouse receiving hours: Monday – Friday, 8 AM to 4 PM*
- **Tuesday, March 14** Deadline for advance shipments to arrive at the advance warehouse
- **Tuesday, March 14** Order Discount Deadline – payment must accompany order
- **Thursday, March 23** First day shipments can arrive at the Mississippi Trademart
- **Sunday, March 26** Carriers must be at the Mississippi Trademart for outbound shipment pick up 7:00 pm

Neither Convention Display Service, Inc., nor the Mississippi Trademart is responsible for materials left unattended on the show floor.

#### Show Schedule

- **Thursday, March 23** Exhibitor move in: 8:00 am – 8:00 pm
- **Thursday, March 23** CDS service desk: 8:00 am – 5:00 pm



**CDS Staff will leave at 5:00 p.m. on Thursday, March 23rd. The exhibit hall will remain open until 8:00 p.m.  
All onsite orders will need to be placed with CDS prior to 5:00 p.m. on Thursday, March 23rd.**

- **Friday, March 24** Expo hours: 9:00 am – 8:00 pm
- **Saturday, March 25** Expo hours: 9:00 am – 6:00 pm
- **Sunday, March 26** Expo hours: 11:00 am – 5:00 pm
- **Sunday, March 26** Show Close/Dismantle 5:00 pm

<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:</b> 601-948-4228 <b>Fax:</b> 601-948-3824 <a href="mailto:brooke@cds1958.com">brooke@cds1958.com</a>
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Spring Market  
Mississippi Trademart – Jackson, MS  
March 24 – 26, 2023

## 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 14, 2023 to receive the advance price.
- Orders received after March 14th 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. The sales tax rate is 8% in the city of Jackson, MS. 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. The sales tax rate is 8% in the city of Jackson, MS.
- 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 and the 3- or 4-digit security 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  
Mississippi Trademart – Jackson, MS  
March 24 – 26, 2023

## **PAYMENT POLICIES (continued)**

### **CANCELLATION / REFUND POLICY**

- Orders canceled PRIOR TO March 14th will be refunded at 100% of original price,
- Orders canceled AFTER March 14th will be refunded 50% of the original price.
- NO REFUNDS will be granted for services or equipment not used or canceled after March 20, 2023.
- 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 & not received

### **ADVANCE ORDERS**

- Deadline to receive the advance price for Spring Market is Tuesday, March 14, 2023
- 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 labor should be based on an estimation of installation and dismantling hours
- 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, including material handling or labor, are payable upon placing the order.
- A credit card must be on file for material handling or labor services, regardless of payment method.
- Orders received after the advance date deadline or on the show site will be billed at the 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 or dismantle labor on move out, your credit card will be charged.



# CREDIT CARD BILLING AUTHORIZATION & PAYMENT POLICY

**SPRING MARKET – JACKSON, MS  
MARCH 2023**

<p><u>CDS PAYMENT POLICY:</u></p> <p>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.</p> <p>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.</p> <p><u>CANCELLATION / REFUND POLICY</u></p> <p>*Orders canceled PRIOR TO March 14, 2023 will be refunded 100% of original price. *Orders canceled AFTER March 14, 2023 will be refunded 50% of original price. *NO REFUNDS will be granted for services or equipment not used, or canceled AFTER March 20, 2023 *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.</p>	<p><i>Please enter total cost from each page on appropriate line</i></p> <table border="1"> <tr><td>Show Specials</td></tr> <tr><td>Standard Furnishings</td></tr> <tr><td>Electrical</td></tr> <tr><td>Carpet (if not ordering the show special)</td></tr> <tr><td>Material Handling</td></tr> </table> <p style="text-align: right;">Grand Total      \$ _____</p> <p style="text-align: center;">Convention Display Service, Inc. Federal ID #64-0656926 CDS is exempt from backup withholding tax</p> <p><b>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.</b></p> <p style="text-align: center;"><b>RETURN ORDERS WITH PAYMENT TO CDS:</b></p> <p>Address:                      908 Larson Street,    Jackson, MS 39202</p> <p>By Fax:                      601-948-3824 Email:                      brooke@cds1958.com</p>	Show Specials	Standard Furnishings	Electrical	Carpet (if not ordering the show special)	Material Handling
Show Specials						
Standard Furnishings						
Electrical						
Carpet (if not ordering the show special)						
Material Handling						

<b>CREDIT CARD AUTHORIZATION – complete all information</b>		<input type="checkbox"/> American Express	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa	<input type="checkbox"/> 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: _____					
<b>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.</b>					

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

Exhibiting Company Name \_\_\_\_\_

Address \_\_\_\_\_

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

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

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

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



**Advance Price Deadline – March 14, 2023**

This order form **MUST** be returned to Convention Display Service, Inc. with payment in full including tax, by March 14, 2023 to take advantage of these package deals.

Signature: \_\_\_\_\_



## Spring Market March 24 – 26, 2023

**ADVANCE ORDER DEADLINE: MARCH 14, 2023**

Qty	Description	Price before/on March 14th	Price begins March 15th
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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

### 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

Qty	Description	Price before/on March 14th	Price begins March 15th
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___ 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

### 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	
___ Bag Stand	\$ 25.00
___ 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 14<sup>th</sup> will be refunded at 100% of original price.
- \*Orders canceled AFTER March 14<sup>th</sup> be refunded at 50% of original price.
- \*NO REFUNDS will be granted for services or equipment not used, or canceled AFTER March 20, 2023
- \*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.

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

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

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

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

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



**SPRING MARKET – JACKSON, MS  
ADVANCE PRICE DEADLINE: MARCH 14, 2023**

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

Qty	Description	Price on/before March 14 <sup>th</sup>	Price starts on March 15 <sup>th</sup>
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**120/110 Volt Service**

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

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

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

**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  
ELECTRICAL SERVICE IS NOT AVAILABLE IN THE  
MISSISSIPPI TRADEMART**

Total all items ordered on this sheet \_\_\_\_\_

Add 8 % tax \_\_\_\_\_

Payment Enclosed \_\_\_\_\_

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 14th will be refunded at 100% of the original price.</li> <li>• Orders canceled AFTER March 14th will be refunded at 50% of the original price.</li> <li>• NO REFUNDS will be granted for services or equipment not used, or canceled 3 days prior to exhibitor move-in.</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 received.</li> </ul>

<b>CREDIT CARD</b>		<b>Return order forms with payment to:</b>	
___ MASTERCARD    ___ VISA    ___ AMEX    ___ DISCOVER Account # _____ Exp. Date ___/___ Security Code: _____ Print Name on Card _____ Card Holder Signature _____ <p><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></p>		<b>Convention Display Service, Inc.</b> <b>P. O. Box 13387, Jackson, MS 39236-3387</b> or <b>908 Larson Street, Jackson, MS 39202</b> or Email to: <a href="mailto:brooke@cds1958.com">brooke@cds1958.com</a> Fax: 601-948-3824 Please call Brooke at 601-948-4228 (office)	

Exhibiting 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 14, 2023  
Phone Orders Not Accepted

Use this form only if not ordering the show special

Qty	Description	Price on/before March 14th	Price begins March 15th
<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'
<b>Visqueen</b> ___ linear ft		@ \$1.35 per	
linear ft. \$___			

\_\_\_ Gray Mist

### CANCELLATION / REFUND POLICY

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\*Orders canceled AFTER March 14, 2023 will be refunded at 50% of original price  
\*NO REFUNDS will be granted for services or equipment not used, or canceled AFTER March 20, 2023.  
\*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.

Sub Total	\$___
Add 8 % sales tax	\$___
Payment Enclosed	\$___

### CREDIT CARD

#### CREDIT CARD AUTHORIZATION

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

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

Exp. Date \_\_\_/\_\_\_ Security Code: \_\_\_\_\_

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

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

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 24 – 26, 2023**

**SHIPPING AND MATERIAL HANDLING TIPS**

It is the responsibility of the exhibiting company to arrange any and 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 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 – MARCH 2023**

### **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 advance warehouse will begin receiving shipments on Monday, February 13, 2023
- All advance shipments must arrive by Tuesday, March 14, 2023.
- 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 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 – MARCH 2023**

### **SHIPPING INFORMATION AND INSTRUCTIONS CONTINUED**

#### **DIRECT TO SITE SHIPMENTS**

- All shipments shipped direct to show site **MUST ARRIVE NO EARLIER THAN THURSDAY, MARCH 23, 2023**
- Any shipments arriving prior to March 23, 2023 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 23, 2023. 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 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 to 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, policies, etc.
- ✓ Order material handling service with CDS
- ✓ Arrange shipping with your carrier
- ✓ Provide your carrier 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 – MARCH 2023**

### **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 for making certain that your shipments are re-packed, labeled and properly executed shipping documents are tendered to CDS before departing 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 come 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 at the Mississippi Trademart for outbound shipment pick up by 700 pm on Sunday, March 26, 2023
- If a carrier fails to arrive by 7:00 pm on Sunday, March 26, 2023, 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 – Jackson, MS  
March 24 – 26, 2023

### ADVANCE RECEIVING

Exhibiting Company Name  
Spring Market  
Booth #  
c/o CDS  
908 Larson Street  
Jackson, MS 39202

SHIPMENTS MUST ARRIVE AT THE ADVANCE RECEIVING ADDRESS BY TUESDAY, MARCH 14, 2023 TO INSURE PROPER HANDLING. There is a drayage charge for this service.

### DIRECT TO SITE

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

SHIPMENTS WILL NOT BE ACCEPTED ON-SITE UNTIL THURSDAY, MARCH 23, 2023

**YOU MUST INCLUDE TRADEMART BUILDING ON THE SHIPPING ADDRESS OTHERWISE IT WILL BE DELIVERED TO THE COLISEUM AND WILL BE DIFFICULT TO LOCATE.**

CDS will not be responsible for refused or delayed shipments resulting from attempted deliveries to show site prior to this date.

If merchants are not located by freight delivery drivers, shipments will be signed for by CDS personnel and merchants will be charged a drayage fee from CDS accordingly.

A credit card will need to be supplied to CDS for payment before freight is placed in your 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 13 and Tuesday, March 14

TO: \_\_\_\_\_  
(Exhibiting Company 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 13 and Tuesday, March 14

TO: \_\_\_\_\_  
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Spring Market  
c/o CDS  
908 Larson Street  
Jackson, MS 39202

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

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

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TO: \_\_\_\_\_  
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Spring Market  
c/o CDS  
908 Larson Street  
Jackson, MS 39202

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

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

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Monday, February 13 and Tuesday, March 14

TO: \_\_\_\_\_  
(Exhibiting Company 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  
Thursday, March 23, 2023

TO: \_\_\_\_\_  
(Participating Company 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  
THURSDAY, MARCH 23, 2023

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

DIRECT TO SHOW SITE SHIPPING LABEL

Schedule your shipments to arrive at this location on or after  
Thursday, March 23, 2023

TO: \_\_\_\_\_  
(Participating Company 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  
THURSDAY, MARCH 23, 2023

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

DIRECT TO SHOW SITE SHIPPING LABEL

Schedule your shipments to arrive at this location on or after  
Thursday, March 23, 2023

TO: \_\_\_\_\_  
(Participating Company 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  
THURSDAY, MARCH 23, 2023

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

DIRECT TO SHOW SITE SHIPPING LABEL

Schedule your shipments to arrive at this location on or after  
Thursday, March 23, 2023

TO: \_\_\_\_\_  
(Participating Company 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  
THURSDAY, MARCH 23, 2023

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





## MATERIAL HANDLING RATE SCHEDULE

### Spring Market – March 2023

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.**

#### MATERIAL HANDLING FEES

- \$100.00 Minimum Charge 51 lbs. to 200 lbs.
- \$50.00 CWT per hundred weight 201 lbs. and over

Small packages: = Maximum weight per piece, per delivery is 50 lbs.

- First small package 1 lb. – 50 lbs. \$30.00
- Each additional package in shipment 1 lb. – 50 lbs. \$12.00 each

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.

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

\$100.00 Minimum charge for a single shipment weighing 51 lbs. to 200 lbs. \$ \_\_\_\_\_

Small Package – Maximum weight per piece, per delivery is 50 lbs. (1 lb. to 50 lbs)

First small package is \$30.00 Each additional small package in the same shipment is \$12.00 each \$ \_\_\_\_\_

\_\_\_\_ LBS PER CWT X \$50.00 = Material Handling Charge (201 lbs. and over) (400 lbs. x .50 = \$200.00) \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Forklift with driver – Per hour - In \$100.00 \$ \_\_\_\_\_  
Forklift with driver – ½ minimum - In \$ 60.00 \$ \_\_\_\_\_

Forklift with driver – Per hour – Out \$100.00 \$ \_\_\_\_\_  
Forklift with driver – ½ 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**

#### CREDIT CARD AUTHORIZATION

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

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

Exp. Date \_\_\_\_ / \_\_\_\_ Security Code: \_\_\_\_ \_

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

Zip Code \_\_\_\_\_

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 601-948-4228 for assistance

Exhibiting Company Name: \_\_\_\_\_

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

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

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

Signature \_\_\_\_\_



**RETURN SHIPPING FORM  
SPRING MARKET – MARCH  
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 Air bills 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 PREPAY 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 7:00 PM ON SUNDAY, MARCH 26, 2023**

CONVENTION DISPLAY SERVICE, INC. RESERVES THE RIGHT TO RE-ROUTE ANY SHIPMENT IF A DESIGNATED CARRIER FAILS TO CHECK IN WITH CDS BY 7:00 PM on SUNDAY, MARCH 26, 2023. 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.

**Return To: CONVENTION DISPLAY SERVICE, INC., P. O. Box 13387, JACKSON, MS 39236-3387 or  
908 LARSON STREET, JACKSON, MS 39202 / FAX: 601-94-3824 - brooke@cds1958.com**

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

Address \_\_\_\_\_

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

Authorized Contact \_\_\_\_\_ E-mail \_\_\_\_\_

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