



Exhibitor Service Manual

2026 Spring Market

**Agricenter International
March 13-15, 2026**



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March 13 - 15, 2026
EMAIL :
ANDREW@HICKSCONVENTIONS.COM
Phone : 901-272-1171

CHARGE AUTHORIZATION FORM PLEASE PRINT CLEARLY OR
TYPE. *Complete, sign and return this form with your orders.*

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.

☐ American Express ☐ Master Card ☐ VISA V-Code _____

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EXPIRATION DATE

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	\$25.00	_____
4' Table No Skirt	\$20.00	_____
6' Table Topped & Skirted	\$30.00	_____
6' Table No Skirt	\$25.00	_____
8' Table Topped & Skirted	\$35.00	_____
8' Table No Skirt	\$30.00	_____
Raise table to 42" w/skirt	\$25.00	_____
Wastebasket w/Liner	\$10.00	_____
Easels	\$15.00	_____
Samsonite Folding Chair	\$5.00	_____
CIRCLE SKIRT COLOR:		
Red Blue Silver Black White		

CARPETING	PRICE	QTY
10' x 10'	\$100.00	_____
10' x 20'	\$175.00	_____
Carpet Padding (Per Sq. Ft.)	\$1.00	_____
CIRCLE CARPET COLOR:		
Black Red Blue Grey		

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 _____