



## **Exhibitor Service Manual**

**Spring Market  
AgriCenter International  
March 31 – April 2, 2023**



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**EMAIL :  
[JENNIFER@HICKSCONVENTIONS.COM](mailto:JENNIFER@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	\$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 \_\_\_\_\_