



## EXHIBITOR SERVICE KIT

### 42nd Annual MECA Conference Jackson Convention Complex - Jackson, MS February 19-21, 2025

#### SHOW SCHEDULE

<b><u>EXHIBITOR MOVE IN:</u></b>	Wednesday	February 19, 2025	8 am – 4 pm
<b><u>SHOW HOURS:</u></b>	Thursday	February 20, 2025	8:30 am – 4 pm
	Friday	February 21, 2025	7:30 am – 11 am
<b><u>SHOW DISMANTLE:</u></b>	Friday	February 21, 2025	11 am
<b><u>SHOW SPECIFICATIONS:</u></b>	Booth Size	10' wide x 10' deep	
	Show Colors	Red and White (Circus Theme)	
	Exhibit Hall	Not Carpeted	

**SHOW FURNISHINGS** The following equipment is provided with the rental of your furnished exhibit space:

8' high red/white/red back drapes and 3' high red side dividers  
(Nothing may be pinned, taped or stapled to this fabric)  
One Company name numbered ID sign  
One 6' table with white top and red skirt  
Two chairs  
One wastebasket

**Premier booths** are not provided with 8' drapes or 3' side dividers but will be carpeted and receive one 6' skirted table, two chairs and one wastebasket

**Please Note** – One 5 amp electrical connection is provided per exhibiting firm (not per booth space)

**Additional electrical** service are available at an additional cost through Jackson Convention Complex. Order form attached.

**Wireless internet** available at no charge, for wired connections contact Marcine Freeman at [exhibit@ms-meca.org](mailto:exhibit@ms-meca.org) or 601.540.0016

PLEASE DIRECT THIS PACKET TO PERSON RESPONSIBLE FOR YOUR EXHIBIT



**42nd Annual MECA Conference  
Jackson Convention Complex  
February 19-21, 2025**

CONVENTION DISPLAY SERVICE, INC. IS PLEASED TO BE THE TRADE SHOW DECORATOR / SERVICE CONTRACTOR FOR THIS EVENT. PLEASE CONTACT US AT 601-948-4228 IF YOU HAVE ANY QUESTIONS OR NEED ASSISTANCE WITH YOUR ORDER.

- ORDERS WITH PAYMENT IN FULL MUST BE RECEIVED BY **February 10, 2025** TO TAKE ADVANTAGE OF THE DISCOUNTED ADVANCE ORDER RATE.
- ORDERS WITH PAYMENT MUST BE RECEIVED A MINIMUM OF 72 HOURS PRIOR TO EXHIBITOR MOVE IN TO AVOID PROCESSING DELAYS
- ORDERS FOR ADDITIONAL EQUIPMENT AND SERVICES MUST BE SUBMITTED WITH PAYMENT TO:

**CONVENTION DISPLAY SERVICE, INC.**  
**P O BOX 13387**  
**JACKSON, MS 39236-3387**  
*or to street address: 908 LARSON ST., JACKSON, MS 39202*

- PHONE ORDERS ARE NOT ACCEPTED
- ORDERS RECEIVED WITHOUT PAYMENT OR PURCHASE ORDER WILL NOT BE PROCESSED

**NO REFUNDS WILL BE GIVEN FOR SERVICES NOT USED OR CANCELLED AFTER INSTALLATION**

**Questions, problems or discrepancies must be reported during exhibitor set up. No credits or adjustments will be considered after the show closes.**



# CREDIT CARD BILLING AUTHORIZATION & PAYMENT POLICY

<p>THIS FORM MUST ACCOMPANY ALL ORDERS</p> <p><b>PAYMENT POLICY:</b> CDS requires payment in full, including applicable tax, when orders are submitted. <b>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.</b> YOUR SHOWSITE 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>ORDERS RECEIVED WITH PAYMENT BY STATED DUE DATE QUALIFY FOR THE DISCOUNTED ADVANCE ORDER RATE. CDS will not be responsible for missed deadlines or processing delays resulting from payments mailed separately from order forms.</p> <div style="background-color: black; color: white; padding: 2px; text-align: center;"><b>NO REFUNDS WILL BE GIVEN FOR SERVICES NOT USED OR CANCELLED AFTER INSTALLATION.</b></div> <p>Questions, problems or discrepancies must be reported during exhibitor set up. No credits or adjustments will be considered after the show closes.</p> <ul style="list-style-type: none"> <li>• <b>CHECKS</b> - Must be payable to CONVENTION DISPLAY SERVICE &amp; drawn on US funds account</li> <li>• <b>PURCHASE ORDERS</b> – NOT CONSIDERED PAYMENT</li> <li>• <b>PHONE ORDERS NOT ACCEPTED</b></li> </ul>	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: none;">ORDER RECAP</th> <th style="text-align: right; border-bottom: none;">Total from each page</th> </tr> </thead> <tbody> <tr><td style="border-top: none;">Standard Furnishings</td><td style="border-top: none;"></td></tr> <tr><td style="border-top: none;">Carpet</td><td style="border-top: none;"></td></tr> <tr><td style="border-top: none;">Labor</td><td style="border-top: none;"></td></tr> <tr><td style="border-top: none;">Booth Cleaning</td><td style="border-top: none;"></td></tr> <tr><td style="border-top: none;">Material Handling</td><td style="border-top: none;"></td></tr> <tr><td style="border-top: none;"> </td><td style="border-top: none;"></td></tr> <tr><td style="border-top: none;"> </td><td style="border-top: none;"></td></tr> <tr><td style="border-top: none;"> </td><td style="border-top: none;"></td></tr> <tr><td style="border-top: none;"> </td><td style="border-top: none;"></td></tr> <tr> <td style="border-top: none; text-align: right;"><b>Grand Total</b></td> <td style="border-top: none; text-align: right;"><b>\$ _____</b></td> </tr> </tbody> </table> <p style="text-align: center;"><b>Convention Display Service, Inc. Federal ID #64-0656926</b> CDS is exempt from backup withholding tax</p> <p>Check here if you want a receipt faxed <input type="checkbox"/> e-mailed <input type="checkbox"/></p> <p>Email address for receipt _____</p> <p style="text-align: center;">Credit card Authorization is for use by Convention Display Service, Inc. only</p>	ORDER RECAP	Total from each page	Standard Furnishings		Carpet		Labor		Booth Cleaning		Material Handling										<b>Grand Total</b>	<b>\$ _____</b>
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CREDIT CARD AUTHORIZATION - complete all information  American Express  Mastercard  Visa  
THIS FORM IS FOR USE BY CONVENTION DISPLAY SERVICE ONLY. ALL INFORMATION IS KEPT CONFIDENTIAL

Account # \_\_\_\_\_ Verification Code \_\_\_\_\_

V-Code: Mastercard, Visa – 3 digit on back: American Express – 4 digit on front

EXP. DATE \_\_\_\_\_

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

BILLING ZIP CODE \_\_\_\_\_

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 Firm Name \_\_\_\_\_

Address \_\_\_\_\_

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

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

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

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

Convention or Trade Show: **42nd Annual MECA Conference - Jackson, MS**

Return To: CONVENTION DISPLAY SERVICE, INC., P. O. BOX 13387, JACKSON, MS 39236-3387 OR  
908 LARSON STREET, JACKSON, MS 39202 / E-MAIL TO TERRI@CDS1958.COM



## EXHIBITOR APPOINTED CONTRACTOR

2025 MECA Conference  
 Jackson Convention Complex  
 February 19-21, 2025

**This form must be completed by an authorized representative of the exhibiting firm.**

Exhibitor Appointed Contractor _____	
Contact _____	
Street Address _____	
City, State, Zip _____	
Phone _____	Fax _____
e-mail _____	

- ✓ Exhibitor Appointed Contractors must comply with show rules and regulations and accept appropriate liability for negligent actions.
- ✓ Exhibitor Appointed Contractors shall provide certificates of insurance no later than 10 days prior to show.
- ✓ SOLICITATION ON THE EXHIBIT FLOOR IS PROHIBITED. Exhibitor Appointed Contractors or non-official contractors engaged in solicitation on the exhibit floor will be asked to leave the premises.
- ✓ Exhibitor Appointed Contractors must display identifying badges when on the exhibit floor.
- ✓ Exhibitor Appointed Contractors shall indemnify and hold harmless Convention Display Service and Show Management against any and all negligence on the part of said EAC, its agents, employees and representatives.
- ✓ **The Official Service Provider/s designated in this service kit must be used for services such as:  
 Electrical, Booth Cleaning, Rigging, Decorator Labor, Material Handling**

Exhibiting Firm Name \_\_\_\_\_

Address \_\_\_\_\_

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

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

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

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

**Return to: CONVENTION DISPLAY SERVICE, INC., P. O. BOX 13387, JACKSON, MS 39236-3387  
 908 LARSON STREET, JACKSON, MS 39202  
 OR E-MAIL TO [terri@cds1958.com](mailto:terri@cds1958.com)**



**THIRD PARTY BILLING REQUEST  
2025 MECA Conference  
Jackson Convention Complex  
Jackson, MS  
Order Deadline: February 10, 2025**

You may appoint a third party to handle your display and be billed for services. Both the exhibiting firm and the third party must complete and return this form by the deadline date. CDS terms and conditions as stated on the payment policy form apply to both the exhibiting firm and the named third party. It is understood and agreed that the exhibiting firm is ultimately responsible for payment of charges. If your named third party fails to make payment, all charges will revert to the exhibiting firm.

EXHIBITING FIRM	THIRD PARTY
EXHIBITING FIRM NAME _____	THIRD PARTY _____
CONTACT NAME _____	CONTACT NAME _____
STREET ADDRESS _____	STREET ADDRESS _____
CITY _____ STATE _____ ZIP _____	CITY _____ STATE _____ ZIP _____
PHONE _____ E-MAIL _____	PHONE _____ E-MAIL _____
THE ITEMS CHECKED BELOW ARE TO BE INVOICED TO THE EXHIBITING FIRM	THE ITEMS CHECKED BELOW ARE TO BE INVOICED TO THE EXHIBITING FIRM
<input type="checkbox"/> FURNITURE & ACCESSORIES <input type="checkbox"/> I & D LABOR <input type="checkbox"/> CUSTOM FURNITURE <input type="checkbox"/> CUSTOM SIGNS <input type="checkbox"/> ELECTRICAL SERVICE <input type="checkbox"/> AERIAL I & D <input type="checkbox"/> CARPET <input type="checkbox"/> BOOTH CLEANING <input type="checkbox"/> MATERIAL HANDLING	<input type="checkbox"/> FURNITURE & ACCESSORIES <input type="checkbox"/> I & D LABOR <input type="checkbox"/> CUSTOM FURNITURE <input type="checkbox"/> CUSTOM SIGNS <input type="checkbox"/> ELECTRICAL SERVICE <input type="checkbox"/> AERIAL I & D <input type="checkbox"/> CARPET <input type="checkbox"/> BOOTH CLEANING <input type="checkbox"/> MATERIAL HANDLING
<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMERICAN EXPRESS ACCT NUMBER _____ EXP ___ / ___ Billing Zip Code _____ V-CODE _____	<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMERICAN EXPRESS ACCT NUMBER _____ EXP ___ / ___ Billing Zip Code _____ V-CODE _____
PRINT CARDHOLDER NAME _____	PRINT CARDHOLDER NAME _____
CARDHOLDER SIGNATURE _____	CARDHOLDER SIGNATURE _____
CARDHOLDER BILLING ADDRESS _____	CARDHOLDER BILLING ADDRESS _____
CITY _____ STATE _____ ZIP _____	CITY _____ STATE _____ ZIP _____



FURNITURE & ACCESSORIES

Show: 42nd Annual MECA Conference  
 Discount Deadline: February 10, 2025  
 Phone Orders Not Accepted

Qty	Description	Advance Price	Floor Price
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**Skirted Tables 24" wide x 30" h**

Includes white vinyl top & pleated skirt on 3 sides

___ Skirted 4' table*	\$ 55.00	\$ 75.00	___
___ Skirted 6' table	\$ 75.00	\$100.00	___
___ Skirted 8' table	\$ 95.00	\$125.00	___
___ 4 <sup>th</sup> Side Skirting, Optional	\$ 20.00		___

Note \*4' comes skirted on 4 sides

**Skirted Tables 24 "wide x 42" h (counter height)**

Includes white vinyl top & pleated skirt on 3 sides

___ Skirted 4' table *	\$ 80.00	\$100.00	___
___ Skirted 6' table	\$ 95.00	\$125.00	___
___ Skirted 8' table	\$110.00	\$145.00	___
___ 4 <sup>th</sup> Side Skirting, Optional	\$ 35.00		___

Note \*4' comes skirted on 4 sides

**Un-Skirted Tables 24" wide x 30" high**

___ 4' table	\$ 30.00	\$ 38.00	___
___ 6' table	\$ 35.00	\$ 44.00	___
___ 8' table	\$ 40.00	\$ 52.00	___

**Un-Skirted Tables 24" wide x 42" high**

___ 4' table	\$ 35.00	\$ 44.00	___
___ 6' table	\$ 41.00	\$ 52.00	___
___ 8' table	\$ 55.00	\$ 75.00	___

**Seating**

___ Black Folding Chair	\$ 15.00	\$ 20.00	___
___ Arm Chair	\$ 50.00	\$ 65.00	___
___ High Stool	\$ 55.00	\$ 70.00	___

Note: Arm Chair & High Stool are covered in gray fabric with lightly padded back and seat

Qty	Description	Advance Price	Floor Price
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**Accessories**

___ Aluminum Floor Easel	\$ 30.00	\$ 40.00	___
___ Wastebasket	\$ 15.00	\$ 20.00	___
___ 8' Post & Base Unit		\$ 12.00	___
___ Extender Rod		\$ 6.00	___
___ 8' h drapes per lin ft	\$ 5.00'	\$ 6.00'	___
___ 3' h drapes per lin ft	\$ 3.00'	\$ 4.00'	___

Note: show colors prevail

**The following are 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 <u>not</u> provided		
___ Literature Rack	\$ 60.00	___
___ Bag Stand	\$ 50.00	___
___ Lollipop Stand – chrome	\$ 25.00	___
___ Round pedestal table**	\$125.00	___

\*\*Note: 24" diameter, adjustable height with black spandex cover – limited quantity

___ S-shaped hook- pack of 20	\$ 5.00	___
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**Single Tier 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	___

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

**Return to CDS at** P. O. Box 13387  
 Jackson, MS 39236-3387  
 Street Address 908 Larson Street  
 Jackson, MS 39202  
 Email terri@cds1958.com

Exhibiting Firm Name \_\_\_\_\_  
 Print Contact Name \_\_\_\_\_ Title \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_  
 X Authorized Signature \_\_\_\_\_ E-mail: \_\_\_\_\_



# STANDARD BOOTH CARPET

Order due by  
**February 10, 2025**

ALL PRICES QUOTED INCLUDE RENTAL, DELIVERY, INSTALLATION, REMOVAL AND TAPING FRONT EDGE

## STANDARD CARPET - 9' WIDE

**STANDARD CARPET WILL NOT BE TRIMMED TO FIT BOOTH SPACE**

LENGTH Linear Feet	QUANTITY	ADVANCE PRICE	FLOOR PRICE	AMOUNT
10' SECTION		\$ 63.00	\$ 83.00	\$
20' SECTION		\$126.00	\$166.00	\$
30' SECTION		\$189.00	\$249.00	\$
Over 30'	# Lin. Ft. _____	\$ 6.30 Linear Ft.	\$ 8.30 Linear Ft.	\$

## PADDING FOR STANDARD CARPET

LENGTH Linear Feet	QUANTITY	ADVANCE PRICE	FLOOR PRICE	AMOUNT
10' SECTION		\$ 40.00	\$ 53.00	\$
20' SECTION		\$ 80.00	\$106.00	\$
30' SECTION		\$120.00	\$159.00	\$
Over 30'	# Lin. Ft. _____	\$ 4.00 Linear Ft.	\$ 5.30 Linear Ft.	\$

COLOR SELECTIONS (please check one)     MEDIUM RED     GRAY MIST     BLACK

**ADDITIONAL TAPING** per Linear Foot \_\_\_\_\_ Ft  
**VISQUENE** per Linear Foot \_\_\_\_\_ Ft

@\$ .65 per Ft. = \_\_\_\_\_  
 @\$1.35 per Ft = \_\_\_\_\_

**NO REFUNDS WILL BE GIVEN FOR SERVICES NOT USED  
OR CANCELLED AFTER INSTALLATION**

Questions, problems or discrepancies must be reported during exhibitor set up. No credits or adjustments will be considered after the show closes.

SUB TOTAL    \$ \_\_\_\_\_  
 ADD 8% TAX    \$ \_\_\_\_\_  
 TOTAL    \$ \_\_\_\_\_

**ORDERS WITHOUT PAYMENT WILL NOT BE PROCESSED**

Please type or print

Exhibiting Firm Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_  
 Convention or Show:        **42<sup>nd</sup> Annual MECA Conference – Jackson, MS**  
 Authorized Signature \_\_\_\_\_

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 OR SCAN & EMAIL TO TERRI@CDS1958.COM







**LABOR**  
**Order due by**  
**February 10, 2025**  
**PHONE ORDERS NOT ACCEPTED**

**LABOR RATES: \$45.00 per hour per man - straight time**  
**\$67.50 per hour per man - overtime**

One hour minimum per man. Rates quoted are based on prevailing wage scales and subject to change upon notice. All labor before 8:00 AM, after 4:30 PM weekdays, at any time on Saturday, Sunday and Holidays is considered overtime.

PLEASE INDICATE LABOR REQUIRED ACCORDING TO THIS SCHEDULE:

	NO. OF MEN	DATE	TIME	APPRX. HRS	AMOUNT DUE
<b>INSTALL</b> <input type="checkbox"/> ST <input type="checkbox"/> OT					
<b>DISMANTLE</b> <input type="checkbox"/> ST <input type="checkbox"/> OT					

<p style="text-align: center;"><input type="checkbox"/> <b>CDS SUPERVISION</b></p> <p><b>PROCEED WITH INSTALLATION at the earliest time.</b> Exhibit will be installed on straight time whenever possible.</p> <p><input type="checkbox"/> Set up instructions enclosed with order</p> <p><input type="checkbox"/> Set up instructions with exhibit</p> <p>To insure an efficient and proper installation, set up instructions must be provided</p>	<p style="text-align: center;"><input type="checkbox"/> <b>EXHIBITOR SUPERVISION</b></p> <p><b>DO NOT PROCEED.</b> Exhibitor's representative will call at Service Desk for labor at _____ <input type="checkbox"/>AM <input type="checkbox"/>PM</p> <p>No labor will be dispatched directly to the booth. Exhibitors must come to the service desk to sign out required number of men and return to the service desk upon completion of work to release labor. Starting time other than 8 AM cannot be guaranteed.</p>
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**Please indicate the service desired.** If procedure is not indicated, labor will not be assigned until exhibitor reports to the service desk. A one hour minimum per man will be charged if exhibitor does not pick up labor as specified.

**A CREDIT CARD MUST BE PLACED ON FILE IF LABOR IS ORDERED.**

Please type or print

Exhibiting Firm Name: \_\_\_\_\_ Contact: \_\_\_\_\_

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

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

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

Convention or Show: **42nd MECA Annual Conference – Jackson, MS**

Signature \_\_\_\_\_

Return To: CONVENTION DISPLAY SERVICE, Inc., P. O. Box 13387, JACKSON, MS 39236-3387 OR  
 908 LARSON STREET, JACKSON, MS 39202 / EMAILTERRI@CDS1958.COM



**42nd Annual MECA Convention  
Jackson Convention Complex - Jackson, MS  
February 19-21, 2025**

## **SHIPPING AND MATERIAL HANDLING TIPS**

**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. SHIP ITEMS TOGETHER WHEN POSSIBLE.**

**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.**

**UNCRATED OR LOOSE MATERIALS AND LOCAL DELIVERIES WILL BE ACCEPTED AT THE SHOW SITE ONLY.**

- 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



# MATERIAL HANDLING RATE SCHEDULE

**STRAIGHT TIME: MONDAY - FRIDAY  
8 AM - 4:00 PM**

**OVERTIME:**

**BEFORE 8 AM OR AFTER  
4:00 PM - WEEKDAYS  
SAT., SUN., HOLIDAYS**

**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.

**RATES**

- **\$50.00 CWT Straight Time (single shipment over 200 lbs)**
- **\$75.00 CWT Overtime (single shipment over 200 lbs)**
- ◆ **\$100.00 MINIMUM CHARGE (single shipments 50lbs to 200 lbs)**

**CWT = per hundred weight  
(Example: 300 lbs = 3 CWT)**  
\*\*\*\*\*

**SMALL PACKAGE:** Maximum weight per shipment, per delivery is 50 lbs  
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.

**First carton per delivery @ \$30.00  
Each add'l carton in delivery @ \$12.00**

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 \$ \_\_\_\_ per CWT = Material Handling Charge (per individual shipment) = \$ \_\_\_\_\_

**Minimum Charge (single shipment of 50 lbs to 200 lbs) @ \$100.00 each = \$ \_\_\_\_\_**

**Small Package**      1<sup>st</sup> container **\$30.00**      \_\_\_\_ Add'l containers @ \$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**

**A CREDIT CARD MUST BE PLACED ON FILE IF MATERIAL HANDLING SERVICES ARE REQUESTED**

Please print or type

Exhibiting Firm Name: \_\_\_\_\_

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

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

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

Convention or Show      **42<sup>nd</sup> Annual MECA Conference - Jackson, MS**

Signature \_\_\_\_\_

Return To: CONVENTION DISPLAY SERVICE, INC., P. O. BOX 13387, JACKSON, MS 39236-3387 OR  
908 LARSON STREET, JACKSON, MS 39202 / EMAIL TERRI@CDS1958.COM



**Shipping & Material Handling  
Information  
42nd Annual MECA Conference**

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. **There is a charge for this service.**

**ADVANCE RECEIVING**

**Exhibiting Firm Name  
MECA  
c/o CDS  
908 Larson Street  
Jackson, MS 39202**

**SHIPMENTS MUST ARRIVE AT THE ADVANCE RECEIVING ADDRESS BY Wednesday, February 12, 2025 TO INSURE PROPER HANDLING. IF YOU CANNOT MEET THIS DEADLINE PLEASE CONTACT CDS FOR INSTRUCTIONS.** *Shipments will be accepted at the advance receiving address no earlier than thirty days prior to show set up. Receiving hours are 8 AM to 4 PM, Monday – Friday. Closed on Saturday and Sunday*

\*\*\*\*\*

**DIRECT TO SITE**

**Exhibiting Firm Name  
MECA  
c/o Jackson Convention Complex  
117 E. Pascagoula Street  
Jackson, MS 39201**

**SHIPMENTS WILL NOT BE ACCEPTED ON-SITE UNTIL Wednesday, February 19, 2025.** 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 facility personnel may be turned over to CDS distribution. Exhibitors will be charged accordingly.

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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.



RETURN SHIPPING FROM  
42nd ANNUAL MECA CONFERENCE

**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.**

FAILURE TO CONFIRM FINANCIAL ARRANGEMENTS FOR CDS MATERIAL HANDLING SERVICES IN ADVANCE MAY RESULT IN SHIPPING DELAYS

SHIP TO: \_\_\_\_\_  
 \_\_\_\_\_  
 CITY \_\_\_\_\_  
 STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**SHIPMENT MUST ARRIVE AT THE ABOVE 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.

**PLEASE INDICATE OUTBOUND SERVICE PROVIDER**

**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. Bills of lading, air bills and labels are available at the CDS service desk.**

**ABF FREIGHT SYSTEM**    ABF Billing Address \_\_\_\_\_  
 \_\_\_\_\_

**FEDEX AIR**    FedEx Acct. # \_\_\_\_\_

**OTHER (please name)** \_\_\_\_\_  
 EXHIBITING FIRMS NOT USING ABF FREIGHT SYSTEM OR FEDEX AIR ARE RESPONSIBLE FOR ARRANGING CARRIER PICK UP

**CONVENTION DISPLAY SERVICE, INC. WILL NOT RELEASE SHIPMENTS TO ANY CARRIER UNLESS PROPERLY EXECUTED SHIPPING DOCUMENTS HAVE BEEN PRESENTED TO THE CONVENTION DISPLAY SERVICE FREIGHT DESK.**

- EXHIBITING FIRMS NOT USING ABF FREIGHT SYSTEM OR FEDEX AIR ARE RESPONSIBLE FOR ARRANGING CARRIER PICK UP
- CARRIERS MUST BE ON SITE FOR PICK UP BY 3 PM, FRIDAY, FEBRUARY 21, 2025
- CONVENTION DISPLAY SERVICE, INC. DOES NOT PREPAY OUTBOUND CARRIER CHARGES
- Exhibiting Firms Using Specialized Carriers Must Provide Shipping Documents And Declaration Of Contents As Required By Carrier to Convention Display Service.

**CONVENTION DISPLAY SERVICE, INC. RESERVES THE RIGHT TO RE-ROUTE ANY SHIPMENT IF A DESIGNATED CARRIER FAILS TO CHECK IN WITH THE FREIGHT DESK BY THE STATED CHECK IN TIME. 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. CDS will count & ship pieces as found when loading out from exhibit hall.**

Return To: CONVENTION DISPLAY SERVICE, INC., P. O. Box 13387, JACKSON, MS 39236-3387 OR  
 908 LARSON STREET, JACKSON, MS 39202 / EMAIL TERRI@CDS1958.COM

Exhibiting Firm Name \_\_\_\_\_ Booth Number \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone (    ) \_\_\_\_\_

Fax (    ) \_\_\_\_\_ E-mail: \_\_\_\_\_

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



**EXHIBITOR ELECTRICAL SERVICE FORM**

Convention/Show: \_\_\_\_\_

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

Booth #: \_\_\_\_\_

Booth Contact Person: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

**Credit Card Authorization**

I hereby authorize Jackson Convention Complex/Oak View Group to initiate a credit card transaction for payment of fees and services set forth in the Jackson Convention Complex/Oak View Group Use License Agreement. I agree to the 3.5% transaction fee for each transaction to be charged by Jackson Convention Complex/Oak View Group.

Further, I agree not to hold Jackson Convention Complex/Oak View Group responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or anyone representing on my behalf.

Master Card     Visa     American Express     Discover

Amount: \_\_\_\_\_

Name of Group: \_\_\_\_\_

(Please Print)

Date(s) of Stay: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_

**Card Holders Signature:** \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**For Accounting Use Only:**

**Authorization #:** \_\_\_\_\_

**Authorized Amount: \$** \_\_\_\_\_

### IMPORTANT CONDITIONS & REGULATIONS

1. **ADVANCE ORDERS:** To receive the below listed rates, orders must be received prior to first show day.
2. Payment **IN FULL** on Credit Card Authorization Form, must accompany service order form.
3. All order form information must be completed in full for order to be processed. Incomplete order forms could result in processing delays resulting in slow service installation.
4. No service will be installed until full payment is received.
5. Cancellations: After installation - **NO REFUND**.
6. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner as determined by the Jackson Convention Complex and **DO NOT** include connecting equipment to provided services.
7. Special placement or relocation of service will result in a labor charge. Payment **IN FULL** must be rendered for such services before the close of event day.
8. Advance orders will receive priority service.
9. Standard wall, column and permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
10. Under **NO** circumstances shall anyone other than "house electrician" make electrical connections.
11. All materials and equipment furnished by the Jackson Convention Complex for this service order shall remain the property of the Jackson Convention Complex and shall be removed **ONLY** by the Jackson Convention Complex at the close of the show.
12. All exhibitors' 120 Volt cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
13. The Jackson Convention Complex reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the Jackson Convention Complex's electrical supervisors.
14. Power requirements crossing aisles will not be installed unless approved by show management.
15. Prices are based upon current wage rates and are subject to change without notice.

Service	Advanced Price	Floor Price	Qty Needed	Total
120v Single Phase Drop	\$125.00 per outlet/drop	\$145.00 per outlet/drop		\$
130v Single Phase Drop	\$150.00 per outlet/drop	\$170.00 per outlet/drop		\$
Extension Cord	\$20.00 per cord			\$
Power Strip	\$15.00 per strip			\$
	SUBTOTAL:			\$
	ADD – MS Gross Receipts Tax (10%):			\$
	TOTAL			\$

**Special Instructions:**

Please complete the attached credit card form with this order form and fax all form to **601-960-2584**.