



EXHIBITOR SERVICE KIT

Mississippi Academy of Family Physicians
 Baytowne Conference Center
 San Destin Golf & Beach Resort – San Destin, FL
 July 22 - 25, 2018

SHOW SCHEDULE

<u>Exhibitor Move In:</u>	Sunday	July 22, 2018	4:00 PM
<u>Show Opens:</u>	Monday	July 23, 2018	7:00 AM
<u>Show Hours:</u>	Monday	July 23, 2018	7:00 AM – 12:30 PM
	Tuesday	July 24, 2018	7:00 AM – 12:30 PM / 6:00 PM – 8:00 PM
	Wednesday	July 25, 2018	7:00 AM – 11:00 AM
<u>Show Closes:</u>	Wednesday	July 25, 2018	11:00 AM
<u>Show Dismantle:</u>	Wednesday	July 25, 2018	11:00 AM
<u>Show Specifications:</u>	Booth Size:	10' wide x 6' deep	

Drapes and dividers will be silver/white/silver. Table skirts will be silver.
 The exhibit hall is permanently carpeted.

Show Furnishings: The following furnishings are automatically provided with your paid booth space.

8' high silver/white/silver back drape and 3' high silver side dividers
 (Please do not pin, tape or staple anything to this fabric)
 One 7" x 44" identification sign with company name and booth number
 One 6' 30" high skirted table with silver skirt
 Two chairs

ELECTRIC, TELEPHONE AND INTERNET SERVICES are provided by the San Destin Golf & Beach Resort.
 Order forms for these services are included only for your convenience.

Please return any Electric, Telephone or Internet order forms directly to the San Destin Golf & Beach Resort.
 Convention Display Service cannot process, take payments or answer questions regarding policies for the San Destin Golf & Beach Resort.

IMPORTANT NOTICE REGARDING FREIGHT SHIPMENTS

Convention Display Service, Inc. will not be involved in any freight operations for the MS Academy of Family Physicians Conference.

Veal Convention Services will be handling all freight, inbound and outbound. Please see their attached forms for all information regarding shipping addresses, policies and material handling charges.

Order forms and information for shipping are included by CDS only for your convenience.
 Please direct all questions, forms and payment regarding shipping to the contact information listed on their forms.
 CDS cannot process, take payments, or answer questions regarding the policies for Veal Convention Services.



Mississippi Academy of Family Physicians
July 22 -25, 2018
San Destin Golf & Beach Resort

PLEASE BECOME FAMILIAR WITH THIS POLICY BEFORE ORDERING ANY SERVICES

Convention Display Service, Inc. is pleased to be the Trade Show Decorator / Service Contractor for this event.

Please contact Brooke Fuller at 601-948-4228 or brooke@cds1958.com if you have any questions or need assistance with your order.

No telephone orders can be accepted.

Please mail, fax (601-948-3824) or scan and email your order and payment to brooke@cds1958.com

Mailing address:

Convention Display Service, Inc.
P O Box 13387
Jackson, MS 39236-3387

Or

Convention Display Service, Inc.
908 Larson St.
Jackson, MS 39202

Payment for Services:

Convention Display Service, Inc. requires payment at the time services are ordered. Orders with payment in full must be received by Monday, July 16, 2018 to qualify for the discounted advance prices. Orders received without full payment will be returned to the exhibitor unprocessed.

Convention Display Service requires that all exhibitors using our services provide a valid credit card authorization form with their order, regardless of method of payment.

The credit card authorization will be used to cover all services not paid by the initial payment and any balances left unpaid at the close of the show. This may include, but is not exclusive to labor, material handling and/or other on-site services.

Method of Payment:

Convention Display Service, Inc. accepts checks, Visa, Master Card, and American Express as forms of payment. Please make sure all supplied credit card information is accurate.

A service charge of \$25.00 will be assessed to individuals or companies for returned checks or chargebacks.

Purchase Orders are also accepted but are not eligible for advance pricing. Please use floor pricing if submitting a purchase order.

Tax Exempt:

If your company is tax exempt, a copy of your Tax Exemption Letter/Certificate (*not* Resale Certificate) must accompany your order. Your exemption **MUST** be issued by the state the show takes place in. Failure to submit your tax exemption status will result in appropriate sales tax being applied to your order. Mississippi Sales Tax in Jackson, MS is 8%.

Questions and Adjustments:

Any discrepancy in items ordered and items received or any complaint or question concerning services **MUST BE** reported to Convention Display Service immediately, whether at the Service Desk or by calling our office at 601-948-4228. Your problem will be resolved at that time and any valid adjustments in your account will be made at that time. Credits and adjustments will not be made based on information received **AFTER** the show closes.



CREDIT CARD BILLING AUTHORIZATION & PAYMENT POLICY

<p>THIS FORM MUST ACCOMPANY ALL ORDERS</p> <p>PAYMENT POLICY: CDS requires payment in full, including applicable tax, when orders are submitted. <u>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.</u> <i>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</i></p> <p><i>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.</i></p> <div style="background-color: black; color: white; text-align: center; padding: 2px;">NO REFUNDS WILL BE GIVEN FOR SERVICES NOT USED OR CANCELLED AFTER INSTALLATION.</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"> • CHECKS - Must be payable to CONVENTION DISPLAY SERVICE & drawn on US funds account • PURCHASE ORDERS – NOT CONSIDERED PAYMENT • PHONE ORDERS NOT ACCEPTED 	<p>ORDER RECAP Total cost from each page</p> <hr/> <p>Standard Furnishings _____</p> <p>Cleaning _____</p> <p>Labor _____</p> <p style="text-align: right;">Grand Total \$ _____</p> <p>Convention Display Service, Inc. Federal ID #64-0656926 CDS is exempt from backup withholding tax</p> <p>Email address for receipt: _____</p> <p>Credit Card Authorization will be used for Convention Display Service, Inc. only.</p> <p>Pre-Order Deadline Date for advance price: July 16, 2018 Orders received after July 16th are processed at floor price</p>
---	--

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 and Visa = last 3 digits printed on the back, either on or to the right of the signature panel
American Express = 4 digits printed (not embossed) on the front of the card towards the right

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

Company Name _____ Booth # _____

Address _____

City _____ State _____ Zip _____

Authorized Contact _____ Title _____

Phone (____) _____ Fax (____) _____

x Authorized Signature _____ E-Mail address _____

Convention or Trade Show: **Mississippi Academy of Family Physicians – San Destin Golf & Beach Resort**

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
EMAIL TO brooke@cds1958.com



FURNITURE & ACCESSORIES

**Show: MS Academy of Family Physicians
Discount Deadline: July 16, 2018
Phone Orders Not Accepted**

Qty	Description	Advance Price	Floor Price
-----	-------------	---------------	-------------

Skirted Tables 24" wide x 30" high

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 th Side Skirting, Optional	\$ 20.00		___

Note *4' comes skirted on 4 sides

Skirted Tables 24 "wide x 42" high (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 th Side Skirting, Optional	\$ 35.00		___

Note *4' comes skirted on 4 sides

Table skirts will be Silver

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
-----	-------------	---------------	-------------

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 not provided

___ Literature Rack	\$ 25.00	___
___ Bag Stand	\$ 25.00	___
___ Round Pedestal Table**	\$100.00	___

**Note: 30" diameter x 30" high light grey top - limited quantity

___ S-shaped hook- pack of 20	\$ 5.00	___
-------------------------------	---------	-----

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	___

Total all items ordered on this sheet	_____
Add 7% tax	_____
Payment Enclosed	_____

Return to CDS at P. O. Box 13387
Jackson, MS 39236-3387
Street Address 908 Larson Street
Jackson, MS 39202
Fax 601-948-3824
Email brooke@cds1958.com

Exhibiting Firm Name _____

Print Contact Name _____ Title _____

Mailing Address: _____ City _____ State _____ Zip _____

Phone (____) _____ Fax (____) _____

X Authorized Signature _____ E-mail: _____



BOOTH CLEANING AND JANITORIAL SERVICES

ORDER DUE BY JULY 16, 2018
PHONE ORDERS NOT ACCEPTED

The cleaning services provided by the Exhibit Hall include only a general sweeping of the aisles. If you wish special services as listed below, please complete this form and mail it with payment to Convention Display Service, Inc.

CHECK THE SERVICE REQUIRED
All Rates Are Based On Gross Booth Area

**ONCE ONLY
CLEANING SERVICE**

VACUUMING OF BOOTH ONCE PRE-SHOW @\$\$.30 Per Sq. Ft. \$ _____

ONCE ONLY JANITORIAL

EMPTY WASTEBASKETS ONCE PRE-SHOW @\$18.00 Per Booth \$ _____

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.

TOTAL \$ _____

Please type or print

Exhibiting Firm Name: _____ Contact: _____

Address: _____

City: _____ State _____ Zip _____

Phone: (_____) _____ Fax: (_____) _____

E-Mail: _____ Booth No. _____

Convention or Show: **MS ACADEMY OF FAMILY PHYSICIANS – SAN DESTIN GOLF & BEACH RESORT**

Authorized Signature _____



LABOR
ORDER DUE BY
July 16, 2018
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
INSTALL <input type="checkbox"/> ST <input type="checkbox"/> OT					
DISMANTLE <input type="checkbox"/> ST <input type="checkbox"/> OT					

<p style="text-align: center;"><input type="checkbox"/> CDS SUPERVISION</p> <p>PROCEED WITH INSTALLATION at the earliest time. 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"/> EXHIBITOR SUPERVISION</p> <p>DO NOT PROCEED. 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>
---	---

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 SUBMIT THE SEPARATE CREDIT CARD AUTHORIZATION FORM WITH LABOR FORM.

Please type or print

Exhibiting Firm Name: _____

Contact Person: _____

Address: _____

City: _____ State _____ Zip _____

Phone: (_____) _____ Fax: (_____) _____

E-mail _____

Convention or Show: MS Academy of Family Physicians – San Destin

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 (CREDIT CARD ORDERS ONLY)
 brooke@cds1958.com



**MISSISSIPPI ACADEMY OF FAMILY PHYSICIANS
SANDESTIN GOLF AND BEACH RESORT
JULY 22- 25, 2018**

ELECTRICAL

TELEPHONE

INTERNET

ORDER FORM ATTACHED

**All arrangements must be made directly between the exhibiting firm
and the Sandestin Golf & Beach Resort Conference Services**



TRADE SHOW VENDOR KIT

MS Academy of Family Physicians

July 20 - 27, 2018

FORMS SUBMITTED AFTER July 20, 2018 ARE SUBJECT TO A 20% LATE SERVICE FEE

ELECTRICAL ORDERS
TELEPHONE / HIGH SPEED INTERNET ORDERS
PAYMENT INFORMATION

VENDOR PROFILE:

CONTACT NAME: _____

PHONE NUMBER: _____

BOOTH NUMBER (IF AVAILABLE, OR LEAVE BLANK): _____

EMAIL ADDRESS (FOR RECEIPT PURPOSES): _____

VENDORS - PLEASE SUBMIT ELECTRICAL / TELEPHONE ORDERS VIA FAX TO 850-267- 5514. TO PROTECT YOUR CREDIT CARD INFORMATION, WE DO NOT ACCEPT COMPLETED FORMS VIA EMAIL.



VENDOR ORDER FORM

MS Academy of Family Physicians

July 20 - 27, 2018

FORMS SUBMITTED AFTER July 20, 2018 ARE SUBJECT TO A 20% LATE SERVICE FEE

Request for Electrical Service

Quantity	Description	Rate	Total
	Up to 20 Amps (110 Volt)	\$ 100.00	
	20-50 Amps (110 Volt)	\$ 120.00	
	50-100 Amps (110 Volt)	\$ 130.00	
	Up to 20 Amps (208 Single Volt)	\$ 150.00	
	20-50 Amps (3 Phase)	\$ 170.00	
	50-100 Amps (3 Phase)	\$ 200.00	
	Multi Plug	\$ 50.00	

Request for Internet & Telephone Service

Quantity	Description	Rate	Total
	Telephone Line	\$ 120.00	
	Wired Internet (per computer)	\$ 250.00	
	Number of Days (\$50/Day/Computer)	\$ 50.00	

Subtotal: _____

Tax (7%): _____

20% Late Fee (if applicable): _____

Total: _____

Special Instructions: _____

Sandestin Golf and Beach Resort offers complimentary standard Wi-Fi in the conference facility.

On-site requests for services will be subject to availability.



VENDOR ORDER FORM

MS Academy of Family Physicians

July 20 - 27, 2018

FORMS SUBMITTED AFTER July 20, 2018 ARE SUBJECT TO A 20% LATE SERVICE FEE

Method of Payment

Paying by Check

Send checks payable to Sandestin Investments, LLC to:
Sandestin Golf and Beach Resort
ATTN: Taylor Green
9300 Emerald Coast Pkwy West
Destin, FL 32550

Credit Card Informaiton

SELECT WHAT PURCHASES TO MAKE BY CREDIT CARD

Electrical Internet / Phone
Any remaining balance will be billed to credit card on file.

Type of Card: _____

Card Number: _____

Exp: ____ / ____ CCV: _____

Name on Card: _____

Authorized Signature: _____

Tax Exempt (Must provide FL tax exemption)

Electrical, Internet & Phone orders will be processed upon receipt.

COMPLETED VENDOR FORMS CAN BE SENT TO:

SECURE FAX LINE: 850-267-5514

PHONE: 850-267-7791

**To protect your credit card information, only submit vendor forms to the secure fax line.
Do not submit vendor forms via email.**



**MISSISSIPPI ACADEMY OF FAMILY PHYSICIANS
SANDESTIN GOLF AND BEACH RESORT
JULY 22- 25, 2018**

**MATERIAL HANDLING
SHIPPING INFORMATION**

**All arrangements must be made directly between the exhibiting firm
and Veal Convention Service with the Sandestin Golf & Beach Resort**



**SANDESTIN GOLF & BEACH RESORT
SERVICE ORDER FORM for
CONFERENCE PACKAGE**

SHIPPING ADDRESS Sandestin Golf & Beach Resort
Atn: Veal Convention Services, Inc.
MS Academy of Family F July 20 - 27, 2018
9300 Emerald Coast Parkway West
Miramar Beach, FL 32550

We are available at 1-800-844-8325 and at orders@vealco.com to assist you with any issues.

Please use our online ordering at veal.boomerecommerce.com to place your order for Conference Package Shipping / Receiving Services.

Ship to the above address using the attached labels. Your packages need to arrive at least 7 days in advance of your group's arrival date.

Orders and / or shipments received less than 7 days before group arrival date are subject to a 30 percent special handling fee.

Shipments will be accepted 21 days prior to group arrival date. Freight received earlier than 21 days will be subject to a weekly storage fee of thirty percent of total handling fees.

PACKAGE SHIPPING AND RECEIVING HANDLING CHARGES

RECEIVING HANDLING FEES

per piece

Up to 20 lbs	\$20
21 - 50 lbs	\$40
51 - 100 lbs	\$60
100 + lbs	\$0.60 / lb

OUTBOUND HANDLING FEES

per piece

Up to 50 lbs	\$20
51 - 100 lbs	\$40
100+ lbs	\$0.40 / lb

Online ordering is available at: veal.boomerecommerce.com

Please call 1(800)844-8325 with any questions you may have regarding your order.

Forklift Services are also available. Please contact VCS directly to arrange.

ADDITIONAL AVAILABLE SERVICES. Rates quoted in the MATERIAL HANDLING SERVICE ORDER FORM do not include any unpacking, uncrating, unskidding, positioning, leveling, blocking, spotting, bracing, installing, dismantling, repacking, rekrating or reskidding. See the Forklift and Labor Order forms to order these services. On request, VCS will provide banding for securing outbound shipments at a rate of \$3 per foot, plus labor (one hour minimum). Shrink wrap of a pallet will be charged at \$30 per pallet. Local pickups and/or deliveries are available for \$150 per hour straight-time, \$225 per hour overtime (rates include truck and driver).

RETURNED SHIPMENTS TO VCS WAREHOUSE Where no disposition has been made for outbound shipments or later scheduled pickups are necessary; VCS will return exhibit materials to the warehouse and load on outbound carriers at the rate of \$39 per CWT (with a minimum charge of \$79) for each shipment returned. Storage is available for \$1 per cubic foot per month with a monthly minimum of \$64.



**ADVANCE SHIPMENT LABELS
SANDESTIN CONFERENCE PACKAGE
SHIPPING / RECEIVING**

RUSH! Conference Freight RUSH! Conference Freight RUSH!

MS Academy of Family Physicians
July 20 - 27, 2018

From: TO: Sandestin Golf and Beach Resort
Shipping and Receiving Department
Attn: Veal Convention Services
9300 Emerald Coast Parkway West
Miramar Beach Florida, 32550

Exhibiting Company: Booth Number:
Number _____ of _____ pieces Carrier:

RUSH! Conference Freight RUSH! Conference Freight RUSH!

MS Academy of Family Physicians
July 20 - 27, 2018

From: TO: Sandestin Golf and Beach Resort
Shipping and Receiving Department
Attn: Veal Convention Services
9300 Emerald Coast Parkway West
Miramar Beach Florida, 32550

Exhibiting Company: Booth Number:
Number _____ of _____ pieces Carrier:

These shipping labels are provided for your convenience to assist in preparing shipments to the advance warehouse. Please cut along the dashed lines and affix one to each piece of your shipment to the advance warehouse. Please make additional copies of these labels as needed.

NOTE: Warehouse is not temperature controlled. Hazardous materials will not be accepted at warehouse.



OUTBOUND SHIPMENT INSTRUCTIONS SANDESTIN CONFERENCE PACKAGE SHIPPING / RECEIVING

To ensure that your outbound shipment is handled according to your instructions, please be advised of the following:

CONTACT YOUR CARRIER TO SCHEDULE PICK UP OF YOUR SHIPMENT. You must call your carrier, unless you are using the show recommended carrier. Carriers, including FED EX and UPS, will not pick up your shipment unless you have made arrangements with them. For your convenience, show recommended carriers are available to handle outbound transportation. Our designated carrier is YRC Freight.

All exhibitor freight not picked up by the exhibitor-designated carrier by the time stated in the GENERAL SHOW INFORMATION, page 1, will be forced out and either re-routed onto YRC Freight or returned to the VCS warehouse. Additional charges will apply.

PACK AND LABEL YOUR MATERIALS. Banding, shrink wrap and shipping labels are available at the VCS Service Desk.

COMPLETE AND TURN IN A VCS BILL OF LADING FOR EACH OUTBOUND SHIPMENT. Bill of ladings may be obtained from the VCS Service Desk. Complete a bill of lading for each shipment/destination. Turn in all completed bill of ladings to the VCS Service Desk once your shipments are ready to be loaded out. Freight sent back to the VCS warehouse will be charged for the additional handling.

Ship to:

Company: _____

Contact Name: _____

Address: _____

Phone Number: _____

Bill to:

Company: _____

Contact Name: _____

Address: _____

Phone Number: _____



PAYMENT PROCEDURE and POLICY SANDESTIN CONFERENCE PACKAGE SHIPPING / RECEIVING

PAYMENT POLICY

***Online ordering is available at: veal.boomerecommerce.com
Please call 1(800)844-8325 with any questions you may have regarding your order.***

PLEASE FAMILIARIZE YOURSELF WITH THIS POLICY BEFORE ORDERING ANY SERVICES
NO SERVICES WILL BE RENDERED WITHOUT FULL PAYMENT IN ADVANCE

PAYMENT SERVICES: Veal Convention Services, Inc. (VCS) requires payment in full at the time the services are ordered. Further, VCS requires that you provide a credit card authorization to charge your account for services which may include freight handling, storage, labor, material handling, etc. plus any applicable fuel or energy surcharge.

ADVANCE ORDERS: To qualify for discount pricing, orders must be received with payment in full on or before seven (7) days in advance of group's arrival date. Purchase orders do not qualify for advance prices.

SHOW SITE ORDERS: Services ordered at show site will not be processed without full payment at the time the order is placed.

THIRD PARTY ORDERS: If you contract your work to a display or exhibit house and require services from VCS, the payment policy stated above applies. Please pass this information on to them.

METHOD OF PAYMENT: VCS accepts Master Card, Visa, American Express, and company checks (no personal checks accepted) as acceptable forms of payment. Any bank fees for wire transfers are the responsibility of the exhibitor. Purchase orders are not considered payment. All payments must be made in US funds drawn on a US bank. Exhibitors will be charged \$50 for each returned NSF check.

ADJUSTMENTS / CANCELLATIONS: No adjustments to invoices will be made after the close of the show. Cancellation of service(s) made prior to actual delivery or installation will be charged a 50% cancellation fee. Cancellation of service(s) made after actual delivery or installation will be charged a 100% cancellation fee. **COLLECTIONS FEES: ALL CHARGES MUST BE PAID IN FULL PRIOR TO CLOSE OF SHOW BY CASH, CHECK OR CREDIT CARD.** A fee equal to 2% per month (24% per annum) will be assessed on any unpaid balance. Client is responsible for any fees, including, but not limited to, collection fees, attorney's fees and court costs, that may be incurred in effort to collect any unpaid balance.

ORDERING: Please familiarize yourself with these forms before you log onto the online storefront site and place your order. **VCS REQUIRES YOUR CREDIT CARD TO BE ON FILE EVEN IF YOU CHOOSE TO PAY BY COMPANY CHECK OR WIRE TRANSFER.**

***Online ordering is available at: veal.boomerecommerce.com
Please call 1(800)844-8325 with any questions you may have regarding your order.***



IMPORTANT SHIPPING /FREIGHT HANDLING TERMS & CONDITIONS

VCS'S RESPONSIBILITIES. VCS is responsible only for services which it directly provides. VCS assumes no responsibility for any persons, parties or other contracting firms not under VCS's direct supervision and control. VCS shall not be responsible for loss, delay or damage due to any cause beyond VCS'S reasonable control, including, but not limited to, fire, strikes, accidents, transportation contingencies, theft, weather, acts of God, civil disturbances, explosions, acts of terrorism or war, etc. nor for ordinary wear and tear in the handling of materials. VCS will provide material handling services as the EXHIBITOR'S agent, not as bailee or shipper, and shall have no responsibility or obligation as such.

INBOUND SHIPMENTS. All shipments must have a bill-of-lading or delivery receipt showing number of pieces, true weight, and description of merchandise. If shipments arrive without weight on bill-of-lading and weight is unobtainable, VCS will estimate the weight. If actual scale weights are not submitted prior to move-out the estimated weight will be final and binding. All shipments received are subject to reweigh. Copies of bills-of-lading, with the name of the carrier, should be forwarded to VCS as soon as shipments are made. This will assist in tracing, if required. Confirm delivery date and time with your carrier and have all necessary shipping information in the hands of your on-site representative. Be sure your on-site representative knows who to call to track your shipment should it not arrive at your anticipated time. VCS shall not be liable for shipments received without individual freight bills, such as UPS, FedEx or other carriers who deliver in bulk and do not wait for shipment count and condition to be verified for individual shipments. Such shipments will be subject to verification and correction of count and condition and VCS's receiving paperwork indicating any exceptions as delivered shall take precedence over shipper's signature of receipt. Shipments received without receipts or freight bills such as UPS or FedEx or US Mail will be delivered to the booth without guarantee of piece count or condition. No liability will be assumed for such shipments. Consistent with trade show industry practices, there may be a lapse of time between delivery of shipments to the booth and the arrival of EXHIBITOR or its representatives, and during such time the material will be left unattended. VCS will not be responsible or liable for any loss, damage, theft, or disappearance of EXHIBITOR'S materials after same have been delivered to EXHIBITOR'S booth at the show site. Shipments received at the warehouse after scheduled exhibitor set-up or shipments received at show site after exhibitor move-in times, are subject to surcharges to cover additional trucking or labor and will be billed accordingly.

OUTBOUND SHIPMENTS. Each outbound shipment must have a completed Bill of Lading accompanying the shipment. Exhibitors are responsible for labeling their exhibit materials and providing outbound shipping information. Bills of lading and shipping labels are available at the VCS service desk. We recommend that you prepare bills and labels ahead of time. Exhibitors selecting non-official carriers will need to make their own arrangements for pick-up. Pick-ups for local deliveries or small package shipments, i.e., UPS, FedEx and Parcel Post should be dealt with in the same manner as all other outbound shipments. When materials are labeled, packed and ready to be shipped, completed bills-of-lading should be turned in at the Service Desk. Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and the actual pick - up of materials from the booth for loading onto a carrier, and during such time the material will be left unattended. VCS shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. An exhibitor representative should remain on-site to insure that your shipment is picked up. Alternatively, VCS recommends that the EXHIBITOR engage security services from the facility or show management. Bills-of lading covering outgoing shipments will be checked at time of actual pickup from the booth and corrections made where discrepancies occur. In order to expedite removal of materials as required by show management and/or the facility, VCS shall have the authority and reserves the right to change the EXHIBITOR designated carriers, if such carriers fail to pick-up or refuse to accept shipments at the appointed time. VCS retains the right to dispose of materials left on the show floor without liability if left unattended, left without labels or not correctly labeled. Where no disposition is made by EXHIBITOR, materials may be taken to a warehouse to await EXHIBITOR'S shipping instructions and EXHIBITOR agrees to be responsible for charges relating to such rerouting and handling. In no event shall VCS be responsible for any loss resulting from such rerouting or handling. Any shipments that remain on-site past the outbound shipping deadline may be forced on VCS's carrier of choice and the exhibitor billed accordingly. Shipments sent using VCS's account numbers and/or charges otherwise invoiced to VCS will result in a service fee to your account amounting to 30 percent of the carrier's total charges. Use of VCS Freight Handling services authorizes VCS to pay outbound freight charges for your shipments by any carrier using the credit card on file for your company.

DAMAGE / LOSS. Relative to shipments consigned to VCS's warehouse, VCS will exercise all possible diligence and care in receiving, handling, and transporting your shipment. VCS shall not be liable for loss or damage from fire, natural disaster or contingencies beyond the control of VCS. In any case, the liability of VCS is limited to \$0.30 per pound with a maximum of \$50.00 per item, and a maximum of \$1,000.00 per shipment while exhibitor goods are in VCS's warehouse or VCS-owned and operated vehicles for delivery to show-site.

A) **MAXIMUM RECOVERY.** If found liable for any loss, VCS's MAXIMUM liability and EXHIBITOR'S exclusive remedy is limited to \$.10 per pound per article with a maximum liability of \$50.00 per item, or \$1,000 per shipment, whichever is less.

(B) **BREACH OF CONTRACT AND/OR NEGLIGENCE ONLY.** VCS's liability shall be limited to any loss or damage which results solely from VCS's gross negligence in the actual physical handling of the items compromising the EXHIBITOR'S shipment(s) OR which results from BREACH OF THIS CONTRACT and not for any other type of loss or damage. In no event shall VCS be liable to EXHIBITOR or to any other party for special, collateral, exemplary, indirect, incidental, consequential or punitive damages. Such excluded damages include but are not limited to loss of profits, loss of use, interruption of business or other consequential or indirect economic issues.

INSURANCE. It is understood that VCS is not an insurer. Insurance on exhibit materials, if any, shall be obtained by the EXHIBITOR, at its sole costs and expense from a third - party insurance provider. BE SURE THAT THE MATERIALS YOU SHIP TO SHOW SITE ARE INSURED FROM THE TIME THEY LEAVE YOUR WAREHOUSE UNTIL THEY ARE RETURNED. CONTACT YOUR INSURANCE REPRESENTATIVE TO ARRANGE THIS COVERAGE.