



**Mississippi Academy of  
Family Physicians**

Convention Display Service, Inc. is pleased to be the official Exposition Service Contractor for the 2019 Mississippi Academy of Family Physicians Conference. This packet contains information you will need to order furnishings and services for this event. We look forward to assisting with your needs.

- Location:** San Destin Golf and Beach Resort, 9300 Emerald Coast Pkwy, Destin, FL 32550
- Date:** July 21 – 24, 2019
- Booth Size:** 10' wide x 6' deep
- Drapes:** 8' tall blue/silver/blue back drapes  
3' tall blue side dividers
- Booth Furnishings:** One 7" x 44" ID Sign with company name and booth number  
One 6' x 24" wide x 30" high table with blue skirt  
Two Chairs  
The exhibit hall is permanently carpeted

Additional booth furnishings, booth cleaning or labor services are available by order through Convention Display Service. Order forms are included in this packet.

**Dates to remember**

- Monday, July 15** Order Discount Deadline – Payment must accompany order –  
CC authorization form is included in packet
- Sunday, July 21** Exhibitor move in – 3:00 PM – 5:00 PM
- Monday, July 22** Show opens – 7:00 AM
- Wednesday, July 23** Show closes – 11:00 AM

*Neither MS Academy of Family Physicians, nor Convention Display Service, Inc., nor Veal, nor the San Destin Golf and Beach Resort will be responsible for materials left unattended on the show floor.*

**ELECTRIC, TELEPHONE AND INTERNET SERVICES are provided by the San Destin Golf & Beach Resort.**

**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.**

<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: 601-948-4228</b> <b>Fax: 601-948-3824</b> <b>brooke@cds1958.com</b>
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**TIPS & GENERAL INFORMATION**  
**MS Academy of Family Physicians**  
**July 21 – 24, 2019**

**Ordering**

- Phone orders are not accepted.
- Order forms must be accompanied by payment.
- All checks received without order forms will be returned to the address printed on the check.
- **Orders received without payment or purchase order will not be processed**
- A credit card must be placed on file with all orders, regardless of method of payment.
- Please note order deadlines on each form.
- Please include all requested information on each order form.
- Please make sure your credit card information is accurate
- Orders faxed or e-mailed after normal working hours or on the weekend will be processed the next business day
- If work is contracted to a third party display or exhibit house and they require CDS services, the same payment policy applies to them as to the exhibiting firm. If the third party fails to make payment, CDS considers the exhibiting firm to be responsible for all charges.
- All materials 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**
- No refunds on items cancelled after placement. No credits or adjustments will be considered unless approved by CDS **on site**

If you are claiming FLORIDA Sales Tax Exemption, a copy of the Certificate of Exemption issued by the FLORIDA State Tax Commission must accompany each order and payment must be made by company check or company credit card.

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

**Method of Payment:**

Convention Display Service, Inc. accepts checks, Visa, Master Card, Discover, 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 considered payment and are not eligible for advance pricing. Please use the floor pricing if submitting a purchase order.



# CREDIT CARD BILLING AUTHORIZATION & PAYMENT POLICY

**THIS FORM MUST ACCOMPANY ALL ORDERS**

**PAYMENT POLICY:** 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 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

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.

**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.

- **CHECKS** - Must be payable to CONVENTION DISPLAY SERVICE & drawn on US funds account
- **PURCHASE ORDERS** – NOT CONSIDERED PAYMENT
- **PHONE ORDERS NOT ACCEPTED**

**ORDER RECAP**

Total cost from each page

Standard Furnishings	
Booth Cleaning	
Labor	

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

**Convention Display Service, Inc. Federal ID #64-0656926  
CDS is exempt from backup withholding tax**

Email address for receipt:

Credit Card Authorization will be used for Convention Display Service, Inc. only.

Pre-Order Deadline Date for advance price: July 15, 2019

Orders received after July 15th will be processed at floor price

**CREDIT CARD AUTHORIZATION – complete all information**  American Express  MasterCard  Visa  Discover  
THIS FORM IS FOR USE BY CONVENTION DISPLAY SERVICE ONLY. ALL INFORMATION IS KEPT CONFIDENTIAL

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

V-Code: MasterCard, Visa, Discover = 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 15, 2019  
Phone Orders Not Accepted**

Qty	Description	Advance Price	Floor Price
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Qty	Description	Advance Price	Floor Price
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**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 <sup>th</sup> Side Skirting, Optional	\$ 20.00		___

Note \*4' comes skirted on 4 sides

**Accessories**

___ Aluminum Floor Easel	\$ 30.00	\$ 40.00	___
___ Wastebasket	\$ 15.00	\$ 20.00	___
___ 8' Post & Base Unit	\$ 12.00	\$ 12.00	___
___ Extender Rod	\$ 6.00	\$ 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

**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 <sup>th</sup> Side Skirting, Optional	\$ 35.00		___

Note \*4' comes skirted on 4 sides

**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	___
<i>*Note: 4 x 8' framed brown pegboard sheets with 1/4" holes – Mounting accessories for pegboards &amp; gridwalls not provided</i>		
___ Literature Rack	\$ 25.00	___
___ Bag Stand	\$ 25.00	___
___ Round Pedestal Table**	\$100.00	___

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

**TABLE SKIRTS WILL BE BLUE**

**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

**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 15, 2019**  
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**                      \$ \_\_\_\_\_

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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 \_\_\_\_\_

**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 / BROOKE@CDS1958.COM**



**LABOR**  
**ORDER DUE BY**  
**July 15, 2019**  
**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 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 21 - 24, 2019**

**ELECTRICAL  
TELEPHONE  
INTERNET  
ORDER FORMS ATTACHED**

**Please return any Electric, Telephone or Internet order forms directly to the San Destin Golf & Beach Resort.  
Convention Display Service cannot process or take payment for the San Destin Golf & Beach Resort**

**MATERIAL HANDLING / FREIGHT  
ORDER FORMS AND SHIPPING INFORMATION  
ATTACHED**

**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 handing 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.**

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# TRADE SHOW VENDOR KIT

MS Acad of Family Phys 2019

July 20-24, 2019

*FORMS SUBMITTED AFTER 7/19/18 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 Acad of Family Phys 2019

July 20-24, 2019

FORMS SUBMITTED AFTER 7/19/18 ARE SUBJECT TO A 20% LATE SERVICE FEE

## Request for Electrical Service

Quantity	Description	Rate	Total
	Up to 20 Amps (110 Volt)	\$ 100.00	
MS Acad of F	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 Acad of Family Phys 2019

July 20-24, 2019

FORMS SUBMITTED AFTER 7/19/18 ARE SUBJECT TO A 20% LATE SERVICE FEE

## Method of Payment

MS Acad of Family Phys 2019

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.**



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

**SHIPPING ADDRESS** Sandestin Golf & Beach Resort  
Atn: Veal Convention Services, Inc.  
MS Acad of Family Phys July 20-24, 2019  
9300 Emerald Coast Parkway West  
MS Acad of Family Phys 20 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.



**VEAL CONVENTION**  
SERVICES  
FULL SERVICE CONVENTION SPECIALISTS  
800.844.8325

www.vealco.com

orders@vealco.com

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

***RUSH! Conference Freight RUSH! Conference Freight RUSH!***

MS Acad of Family Phys 2019

July 20-24, 2019

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 Acad of Family Phys 2019

July 20-24, 2019

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](http://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](http://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.