



Mississippi Academy of
Family Physicians

Convention Display Service, Inc. is pleased to be the official Exposition Service Contractor for the 2020 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 19-22, 2020
- Booth Size:** 10' wide x 6' deep
- Drapes:** 8' tall teal/gold/teal back drapes
3' tall teal 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 teal 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 13** Order Discount Deadline – Payment must accompany order –
CC authorization form is included in packet
- Sunday, July 19** Exhibitor move in – 3:00 PM – 5:00 PM
- Monday, July 20** Show opens – 7:00 AM
- Wednesday, July 22** 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 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. 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.

| | | | |
|---------------------------|---|---|---|
| How to contact us: | CDS P O Box 13387 Jackson, MS 39236-3387 | CDS 908 Larson St. Jackson, MS 39202 | Phone: 601-948-4228 Fax: 601-948-3824 brooke@cds1958.com |
|---------------------------|---|---|---|



TIPS & GENERAL INFORMATION

MS FAMILY PHYSICIANS ASSOCIATION JULY 19-22, 2020

ORDERING:

- Phone orders are not accepted.
- Orders must be accompanied by payment.
- CDS accepts checks, MasterCard, Visa, American Express and Discover as forms of payment. Please make sure all supplied credit card information is current, accurate and legible.
- 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. 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 it not exclusive to labor, and/or other on-site services.

ELECTRICAL, TELEPHONE, INTERNET SERVICES:

- Please return any electrical, telephone or internet order forms directly to the San Destin Golf & Beach Resort.
- Please direct all questions, forms and payments regarding shipping to the contact person listed on their form.
- Convention Display Service cannot process, take payments or answer questions regarding policies for the San Destin Golf & Beach Resort.

MATERIAL HANDLING SERVICES / SHIPPING:

- CDS 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, deadlines and material handling charges.
 - Please direct all questions, forms and payments regarding shipping to the contact person listed on their forms.
 - Convention Display Service cannot process, take payments or answer questions regarding policies for Veal Convention Services.
- Please note order deadlines on each form.
 - Please include all requested information on each order form.
 - 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. 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 CDS service desk or by calling the office at 601-948-4228.

Your issue 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.



**MS Academy of Family Physicians
July 19 – 22, 2020**

ADVANCE ORDER DEADLINE: July 13, 2020

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

Tables 24" wide x 30" high

Skirted tables Include white vinyl top & pleated skirt on 3 sides

| | | | |
|--|----------|----------|-----|
| ___ 4' 30" table with teal skirt | \$ 55.00 | \$ 75.00 | ___ |
| ___ 6' 30" table with teal skirt | \$ 75.00 | \$100.00 | ___ |
| ___ 8' 30" table with teal skirt | \$ 95.00 | \$125.00 | ___ |
| ___ 4 th Side Skirt, Optional | \$ 20.00 | \$ 20.00 | ___ |

Note *4' comes skirted on 4 sides

| | | | |
|--------------------------------|----------|----------|-----|
| ___ 4' 30" table - Not skirted | \$ 30.00 | \$ 38.00 | ___ |
| ___ 6' 30" table - Not skirted | \$ 35.00 | \$ 44.00 | ___ |
| ___ 8' 30" table - Not skirted | \$ 40.00 | \$ 52.00 | ___ |

Tables 24" wide x 42" high (counter height)

Skirted tables include white vinyl top & pleated skirt on 3 sides

| | | | |
|--|----------|----------|-----|
| ___ 4' 42" table with teal skirt | \$ 80.00 | \$100.00 | ___ |
| ___ 6' 42" table with teal skirt | \$ 95.00 | \$125.00 | ___ |
| ___ 8' 42" table with teal skirt | \$110.00 | \$145.00 | ___ |
| ___ 4 th Side Skirt, Optional | \$ 35.00 | \$35.00 | ___ |

Note *4' comes skirted on 4 sides

| | | | |
|--------------------------------|----------|----------|-----|
| ___ 4' 42" table - Not skirted | \$ 35.00 | \$ 44.00 | ___ |
| ___ 6' 42" table - Not skirted | \$ 41.00 | \$ 52.00 | ___ |
| ___ 8' 42" table - Not skirted | \$ 55.00 | \$ 75.00 | ___ |

Any discrepancy in items ordered & items received or any complaint or question concerning services MUST BE reported IMMEDIATELY to CDS, 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.

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

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

| | | | |
|--------------------------------|----------|----------|-----|
| ___ Aluminum Floor Easel | \$ 30.00 | \$ 40.00 | ___ |
| ___ Wastebasket | \$ 15.00 | \$ 20.00 | ___ |
| ___ 8' Post & Base Unit | \$ 10.00 | \$ 12.00 | ___ |
| ___ Extender Rod | \$ 4.00 | \$ 6.00 | ___ |
| ___ 8' h drapes per lin. Ft. | \$ 5.00 | \$ 6.00 | ___ |
| ___ 3' h dividers per lin. Ft. | \$ 3.00 | \$ 4.00 | ___ |

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 | ___ |

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 | ___ |

| | |
|------------------|----------|
| Sub Total | \$ _____ |
| Add 7 % tax | \$ _____ |
| Payment Enclosed | \$ _____ |

CREDIT CARD

___ MASTERCARD ___ VISA ___ AMEX ___ DISCOVER

Account # _____

Exp. Date ___/___

Security Code: _____

Zip Code: _____

Print Name on Card _____

Card Holder Signature _____

Return order forms with payment to:

Convention Display Service, Inc.

P. O. Box 13387, Jackson, MS 39236-3387

or

908 Larson Street, Jackson, MS 39202

or

Email to: brooke@cds1958.com

Fax: 601-948-3824

Please call Brooke at 601-948-4228 for assistance

Company Name _____ Booth # _____

Contact Name _____ Title: _____

Mailing Address: _____ City _____ State _____ Zip _____

Phone (____) _____ Fax (____) _____ Email: _____



LABOR
ORDER DUE BY
July 13, 2020
 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 | | 11/06/19 | | | |

| | |
|---|--|
| <input type="checkbox"/> CDS SUPERVISION PROCEED WITH INSTALLATION at the earliest time. Exhibit will be installed on straight time whenever possible. <input type="checkbox"/> Set up instructions are enclosed with order <input type="checkbox"/> Set up instructions are with the exhibit To insure an efficient and proper installation, set up instructions must be provided | <input type="checkbox"/> EXHIBITOR SUPERVISION DO NOT PROCEED. Exhibitor's representative will come to the Service Desk for labor at _____ <input type="checkbox"/> AM <input type="checkbox"/> PM 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. |
|---|--|

CREDIT CARD

___ **MASTERCARD** ___ **VISA** ___ **AMEX** ___ **DISCOVER**

Account # _____

Exp. Date ___/___

Security Code: _____

Print Name on Card _____

Card Holder Signature _____

Return order forms with payment to:

Convention Display Service, Inc.
 P. O. Box 13387, Jackson, MS 39236-3387
 or
 908 Larson Street, Jackson, MS 39202
 or
 Email to: brooke@cds1958.com
 Fax: 601-948-3824
 Please call Brooke at 601-948-4228 for assistance

Please type or print

Exhibiting Company Name: _____ Booth #: _____

Contact Person: _____

Address: _____

City: _____ State _____ Zip _____

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

E-mail _____

Convention or Show: _____ Mississippi Academy of Family Physicians – San Destin

Signature _____

**MISSISSIPPI ACADEMY OF FAMILY PHYSICIANS
SANDESTIN GOLF AND BEACH RESORT
JULY 19- 22, 2020**

**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.

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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 and procedures for Veal Convention Services.



2020 TRADE SHOW VENDOR KIT

MS Academy of Fam Phys 202

July 19 - 22, 2020

FORMS SUBMITTED AFTER 7/10/20 ARE SUBJECT TO A 20% LATE SERVICE FEE

ELECTRICAL & TELEPHONE ORDERS
FOOD AND BEVERAGE ENHANCEMENTS
AUDIO & VISUAL EQUIPMENT
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 Fam Phys 202

July 19 - 22, 2020

FORMS SUBMITTED AFTER 7/10/20 ARE SUBJECT TO A 20% LATE SERVICE FEE

Electrical Services

| Quantity | Description | Rate | Total |
|----------|---|-------------|-------|
| | 110 Volt - up to 20 amps (one plug) | \$ 125.00 | |
| | 208 Single Volt - Up to 20 Amps (one plug) | \$ 175.00 | |
| | 208 Single Volt - Up to 50 Amps (one plug) | \$ 225.00 | |
| | 3 Phase - 20-50 Amps (one plug) | \$ 200.00 | |
| | 3 Phase - 50-100 Amps (one plug) | \$ 225.00 | |
| | 110 Volt Panel (Over 10 Circuits) | \$ 875.00 | |
| | 208 Single Volt Panel (Over 10 Circuits) | \$ 1,225.00 | |
| | 200 Amp 3 Phase Panel (10 Circuits) | \$ 1,400.00 | |

Additional Electrical Services

| Quantity | Description | Rate | Total |
|----------|--|----------|-------|
| | Power Strip (supports multiple devices) | \$ 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 | |

Special Instructions:

| | |
|-----------------------|--|
| Electrical Subtotal: | |
| Fees (if applicable): | |
| Service Charge (24%): | |
| Sales Tax (7%): | |
| Total: | |

Sandestin Golf and Beach Resort offers complimentary standard Wi-Fi in the conference facility. On-site requests for services will be subject to availability. An 2% Arts and Entertainment Fee is applicable to all events held at the Baytowne Conference Center.



Food & Beverage Order Form

MS Academy of Fam Phys 202

July 19 - 22, 2020

FORMS SUBMITTED AFTER 7/10/20 ARE SUBJECT TO A 20% LATE SERVICE FEE

OUTSIDE FOOD AND BEVERAGE IS NOT PERMITTED

Request for Beverage Service



| Quantity | Description | Rate | Total |
|----------|----------------------------|----------|-------|
| | Local Craft Beers (6 pack) | \$ 42.00 | |
| | Domestic Beers (6 pack) | \$ 33.00 | |
| | Imported Beers (6 pack) | \$ 37.50 | |
| | Premium Bottle Red Wine | \$ 38.00 | |
| | Premium Bottle White Wine | \$ 38.00 | |

Request for Food Service



| Quantity | Description | Rate | Total |
|----------|---|-----------|-------|
| | Assorted Jumbo Cookies (per dozen) | \$ 32.00 | |
| | Assorted Brownies (per dozen) | \$ 32.00 | |
| | Fruit and Cheese Platter (Serves 50) | \$ 425.00 | |
| | Chocolate Dipped Strawberries (25 pieces) | \$ 75.00 | |
| | Freshly Baked Glazed Donuts (per dozen) | \$ 38.00 | |
| | Bagels & Assorted Creams (per dozen) | \$ 36.00 | |
| | Mini French Pastries & Tarts (per dozen) | \$ 38.00 | |
| | Chefs Assorted Dessert Bars (25 pieces) | \$ 37.00 | |

Delivery Date: _____

Delivery Time: _____

| | |
|----------------------|--|
| Food Subtotal: | |
| Fees (if applicable) | |
| Service Charge (24%) | |
| Sales Tax (7%) | |
| 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. An 2% Arts and Entertainment Fee is applicable to all events held at the Baytowne Conference Center.



VENDOR ORDER FORM

MS Academy of Fam Phys 202

July 19 - 22, 2020

FORMS SUBMITTED AFTER 7/10/20 ARE SUBJECT TO A 20% LATE SERVICE FEE

Audio Visual Services

| Quantity | Days | Description | 1st Day | Additional Days | Total |
|----------|------|--|-----------|-----------------|-------|
| | | Projector Package with 6' Screen | \$ 600.00 | \$ 350.00 | |
| | | 21" Monitor | \$ 115.00 | \$ 80.00 | |
| | | 32" HD LED Monitor | \$ 150.00 | \$ 100.00 | |
| | | 43" HD LED Monitor | \$ 250.00 | \$ 200.00 | |
| | | 55" UHD LED Monitor on Stand | \$ 350.00 | \$ 300.00 | |
| | | 70" HD LED Monitor on Stand | \$ 495.00 | \$ 400.00 | |
| | | 70" HD Touch Monitor on Stand (additional internet charges may apply) | \$ 695.00 | \$ 500.00 | |
| | | Laptop | \$ 150.00 | \$ 100.00 | |
| | | DVD / BlueRay Player | \$ 50.00 | \$ 35.00 | |
| | | Rolling Cart with Skirt (42" or 54") | \$ 30.00 | \$ 10.00 | |
| | | Fostex Speaker with Computer Audio | \$ 75.00 | \$ 45.00 | |
| | | Mackie SRM450 with Computer Audio | \$ 116.00 | \$ 75.00 | |
| | | Personus ULT12 with Computer Audio | \$ 165.00 | \$ 135.00 | |
| | | Wireless Lavalier or Handheld Microphone | \$ 165.00 | \$ 100.00 | |
| | | Uplight with Colored Gel | \$ 50.00 | \$ 30.00 | |
| | | LED Uplight | \$ 65.00 | \$ 50.00 | |
| | | Flipchart Easel w/Pad and 4 Markers | \$ 60.00 | \$ 35.00 | |
| | | Black Velour Pipe & Drape 10' Section | \$ 150.00 | \$ 100.00 | |

Special Instructions:

| | |
|-----------------------|--|
| AV Subtotal: | |
| Fees (if applicable): | |
| Service Charge (24%): | |
| Sales Tax (7%): | |
| Total: | |

Sandestin Golf and Beach Resort offers complimentary standard Wi-Fi in the conference facility. On-site requests for services will be subject to availability. An 2% Arts and Entertainment Fee is applicable to all events held at the Baytowne Conference Center.



VENDOR ORDER FORM

MS Academy of Fam Phys 202

July 19 - 22, 2020

FORMS SUBMITTED AFTER 7/10/20 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: Terri Sumerford
9300 Emerald Coast Pkwy West
Destin, FL 32550

Paying by Credit Card

Type of Card: _____

Card Number: _____

Exp: ____ / ____

CCV: _____

Name on Card: _____

Authorized Signature: _____

Email (receipts): _____

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

ACCOUNTING QUESTIONS: 850-267-6836

GENERAL QUESTIONS: 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 Academy of Fam Ph July 19 - 22, 2020
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.



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 Academy of Fam Phys 202

July 19 - 22, 2020

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 Fam Phys 202

July 19 - 22, 2020

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.