



## EXHIBITOR SERVICE KIT

### 2018 Mississippi Assn of Pupil Transportation MS Trade Mart Building – Jackson, MS June 21, 2018

#### SHOW SCHEDULE

**EXHIBITOR MOVE:**                      Wednesday                      June 20, 2018                      noon – 5 pm

**SHOW OPENS:**                      Thursday                      June 21, 2018                      8:00 am

**SHOW CLOSSES:**                      Thursday                      June 21, 2018                      4:30 pm

**SHOW SPECIFICATIONS:**                      10' wide x 10' deep  
Black drapes and Black skirts  
Exhibit Hall is not carpeted

**SHOW FURNISHINGS**                      8' High black back drape and 3' high black side dividers  
(Nothing may be pinned, taped or stapled to this fabric)  
One 7" X 44" company name ID sign  
One 6' skirted table with white top and black skirt  
One wastebasket

**Electrical Service:**                      Available at exhibitor's expense. Order form attached.

*PLEASE DIRECT THIS PACKET TO THE PERSON RESPONSIBLE FOR YOUR EXHIBIT*



**2018 MS Association of Pupil  
Transportation (MAPT)  
MS Trade Mart - Jackson, MS  
June 21, 2018**

CONVENTION DISPLAY SERVICE, INC. IS PLEASED TO BE THE TRADE SHOW DECORATOR / SERVICE CONTRACTOR FOR THIS EVENT. PLEASE CONTACT US AT **601.948.4228**. IF YOU HAVE ANY QUESTIONS OR NEED ASSISTANCE WITH YOUR ORDER.

- ORDERS WITH PAYMENT IN FULL MUST BE RECEIVED BY **Wednesday, June 13, 2018** TO TAKE ADVANTAGE OF THE DISCOUNTED ADVANCE ORDER RATE.
- ORDERS WITH PAYMENT MUST BE RECEIVED A MINIMUM OF **72 HOURS** PRIOR TO EXHIBITOR MOVE IN TO AVOID PROCESSING DELAYS
- ORDERS FOR ADDITIONAL EQUIPMENT AND SERVICES MUST BE SUBMITTED WITH PAYMENT TO:

***CONVENTION DISPLAY SERVICE, INC.  
P.O. BOX 13387  
JACKSON, MS 39236-3387***

***or to street address: 908 LARSON ST., JACKSON, MS 39202***

ADDITIONAL EQUIPMENT/SERVICES MAY BE EMAILED TO TERRI FRENCH: **terri@cds1958.com**

24 HOUR FAX SERVICE FOR CREDIT CARD ORDERS: **601.948.3824**

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

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

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



# CREDIT CARD BILLING AUTHORIZATION & PAYMENT POLICY

<p><b>THIS FORM MUST ACCOMPANY ALL ORDERS</b></p> <p><b>PAYMENT POLICY:</b> 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;"> <b>NO REFUNDS WILL BE GIVEN FOR SERVICES NOT USED OR CANCELLED AFTER INSTALLATION.</b> </div> <p><b>Questions, problems or discrepancies must be reported during exhibitor set up. No credits or adjustments will be considered after the show closes.</b></p> <ul style="list-style-type: none"> <li><b>CHECKS</b> - Must be payable to CONVENTION DISPLAY SERVICE &amp; drawn on US funds account</li> <li><b>PURCHASE ORDERS</b> – NOT CONSIDERED PAYMENT</li> <li><b>PHONE ORDERS NOT ACCEPTED</b></li> </ul>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">ORDER RECAP</th> <th style="text-align: right;">Total from each page</th> </tr> <tr> <td>Standard Furnishings</td> <td></td> </tr> <tr> <td>Electrical Service</td> <td></td> </tr> <tr> <td>Carpet</td> <td></td> </tr> <tr> <td>Custom Signage – please contact Chris Mills at chris@cds1958.com</td> <td></td> </tr> <tr> <td colspan="2" style="text-align: right; padding-top: 10px;"> <b>Grand Total</b>    \$ _____         </td> </tr> </table> <p style="text-align: center;"><b>Convention Display Service, Inc. Federal ID #64-0656926</b> CDS is exempt from backup withholding tax</p> <p>Check here if you want a receipt   faxed <input type="checkbox"/>   e-mailed <input type="checkbox"/></p> <p>Email address for receipt _____</p> <p style="text-align: center; margin-top: 20px;">Credit card Authorization is for use by Convention Display Service, Inc. only</p>	ORDER RECAP	Total from each page	Standard Furnishings		Electrical Service		Carpet		Custom Signage – please contact Chris Mills at chris@cds1958.com		<b>Grand Total</b> \$ _____	
ORDER RECAP	Total from each page												
Standard Furnishings													
Electrical Service													
Carpet													
Custom Signage – please contact Chris Mills at chris@cds1958.com													
<b>Grand Total</b> \$ _____													

CREDIT CARD AUTHORIZATION – complete all information <input type="checkbox"/> American Express <input type="checkbox"/> Mastercard <input type="checkbox"/> Visa THIS FORM IS FOR USE BY CONVENTION DISPLAY SERVICE ONLY. ALL INFORMATION IS KEPT CONFIDENTIAL	
Account # _____	Verification Code _____
V-Code: Mastercard, Visa – 3 digit on back: American Express – 4 digit on front	
PRINT CARDHOLDER NAME _____	EXP. DATE _____
CARDHOLDER SIGNATURE _____	BILLING ZIP CODE _____
FOR YOUR CONVENIENCE, CDS WILL USE THIS AUTHORIZATION TO CHARGE YOUR ACCOUNT FOR SERVICES, INCLUDING LABOR, FREIGHT, OR OTHER MISCELLANEOUS SERVICES NOT COVERED BY YOUR INITIAL PAYMENT.	

**I agree in placing this order that I have accepted CDS' terms and conditions**

Exhibiting Firm Name _____	Booth # _____
Address _____	
City _____	State _____ Zip _____
Authorized Contact _____	Title _____
Phone (____) _____	Fax (____) _____
x Authorized Signature _____	E-Mail: _____

Convention or Trade Show:    **2018 MS Assn of Pupil Transportation – Jackson, MS**

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/ email to [terri@cds1958.com](mailto:terri@cds1958.com)



## FURNITURE & ACCESSORIES

**Show: MS Assn of Pupil Transportation**  
**Discount Deadline: June 13, 2018**  
**Phone Orders Not Accepted**

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

Includes white vinyl top & pleated skirt on 3 sides

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

Note \*4' comes skirted on 4 sides

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

Includes white vinyl top & pleated skirt on 3 sides

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

Note \*4' comes skirted on 4 sides

**Table skirts will be Black**

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

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

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

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

### Seating

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

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

Qty	Description	Advance Price	Floor Price
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### Accessories

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

Note: show colors prevail

### The following are available by advance order only

___ 4' x 8' Chrome Gridwall panel	\$ 75.00
___ Pegboard Vertical Mount*	\$ 90.00
___ Pegboard Horizontal Mount*	\$ 90.00

\*Note: 4 x 8' framed brown pegboard sheets with 1/4" holes  
 Mounting accessories for pegboards & gridwalls not provided

___ Literature Rack	\$ 60.00
___ Bag Stand	\$ 50.00
___ Lollipop Stand – chrome	\$ 25.00
___ Round Pedestal Table**	\$100.00

\*\*Note: 24" diameter with adjustable height

___ S-shaped hook- pack of 20	\$ 5.00
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### Single Tier Risers 12" wide x 12" high

___ 6' covered – white	\$ 39.00
___ 8' covered – white	\$ 46.00
___ 6' without cover	\$ 21.00
___ 8' without cover	\$ 26.00

Total all items ordered on this sheet \_\_\_\_\_

Add 8% tax \_\_\_\_\_

Payment Enclosed \_\_\_\_\_

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

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

Print Contact Name \_\_\_\_\_ Title \_\_\_\_\_

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

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

X Authorized Signature \_\_\_\_\_ E-mail: \_\_\_\_\_



## ELECTRICAL SERVICE

**Show: MS Assn of Pupil Transportation**  
**Discount Deadline: June 13, 2018**  
**Phone Orders Not Accepted**

**Current Available:** 110-208 Volt A. C. Single Phase, 60 cycle  
 208 Volt A. C. Three Phase, 60 Cycle

**Connectors have one plug. Exhibitors should provide their own extension cords and/or power strips.**

Qty	Description	Advance Price	Floor Price
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### 120 Volt Service

___ 500 Watts ( 5 Amps)	\$ 95.00	\$120.00___
___ 1000 Watts (10 Amps)	\$106.00	\$132.00___
___ 1500 Watts (15 Amps)	\$118.00	\$148.00___
___ 2000 Watts (20 Amps)	\$136.00	\$166.00___

**Exhibitors ordering 208V connections must notify the CDS Service Desk when the equipment is set and ready for hookup.**

**Equipment requiring 208V connections needs to be able to be direct wired or if equipment has a molded plug, the exhibitor must provide the appropriate female receptacle.**

### 208 Volt – Single Phase Service

___ 20 Amps	\$151.00	\$193.00___
___ 30 Amps	\$171.00	\$221.00___
___ 40 Amps	\$186.00	\$246.00___
___ 50 Amps	\$211.00	\$271.00___

### 208 Volt – Three Phase Service

___ 20 Amps	\$216.00	\$281.00___
___ 30 Amps	\$246.00	\$321.00___
___ 40 Amps	\$276.00	\$361.00___
___ 50 Amps	\$306.00	\$401.00___

*For 60 Amp 208 service call for availability and price*

All electrical connections must be made by the contractor to conform with the electrical code. Wall outlets, post or floor outlets are not a part of booth space. All booths are individually checked during show to determine actual users of power. Exhibitors found using power where no outlets have been ordered prior to show are subject to 1 ½ times normal rate for outlets used.

Total all items ordered on this sheet \_\_\_\_\_

Add 8% tax \_\_\_\_\_

Payment Enclosed \_\_\_\_\_

Prices include delivery, installation, rental & removal. All orders are governed by the CDS payment policy as stated in the exhibitor kit

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

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### Return orders to CDS at

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

Street Address 908 Larson Street  
 Jackson, MS 39208

by e-mail to terri@cds1958.com  
 by fax to 601-948-3824

Exhibiting Firm Name \_\_\_\_\_ Booth # \_\_\_\_\_

Print Contact Name \_\_\_\_\_ Title \_\_\_\_\_

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

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

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



# STANDARD BOOTH CARPET

ORDER DUE BY  
June 13, 2018

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

## STANDARD CARPET - 9' WIDE

STANDARD CARPET WILL NOT BE TRIMMED TO FIT BOOTH SPACE

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

## PADDING FOR STANDARD CARPET

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

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

**ADDITIONAL TAPING** per Linear Foot \_\_\_\_\_ Ft @ \$.65 per Ft. = \_\_\_\_\_  
**VISQUENE** per Linear Foot \_\_\_\_\_ Ft @\$1.35 per Ft. = \_\_\_\_\_

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OR CANCELLED AFTER INSTALLATION**

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SUB TOTAL \$ \_\_\_\_\_

ADD 8% TAX \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

**ORDERS WITHOUT PAYMENT WILL NOT BE PROCESSED**

Please type or print

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

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

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

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

Booth No. \_\_\_\_\_ Convention or Show: **2018 MS Assn of Pupil Transportation – Jackson, MS**

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

Return To: CONVENTION DISPLAY SERVICE, INC., P. O. Box 13387, JACKSON, MS 39236-3387 OR  
908 LARSON STREET, JACKSON, MS 39202 / FAX: 601-948-3824 / EMAIL TERRI@CDS1958.COM