



EXHIBITOR SERVICE KIT

2023 Lucky Leaf Expo Jackson Convention Complex - Jackson, MS May 5-6, 2023

SHOW SCHEDULE

| | | | |
|--|----------|-------------|----------------|
| <u>GENERAL EXHIBITOR MOVE IN:</u> | Thursday | May 4, 2023 | noon – 8 pm |
| <u>GENERAL EXHIBITOR MOVE IN:</u> | Friday | May 5, 2023 | 8 am – 9:30 am |
| <u>SHOW HOURS:</u> | Friday | May 5, 2023 | 10 am – 5 pm |
| | Saturday | May 6, 2023 | 10 am – 5 pm |

SHOW DISMANTLE: Saturday May 6, 2023 5 pm – 9 pm
Exhibit hall must be cleared promptly on Saturday, May 6, 2023. Neither Convention Display Service, Inc. nor The Lucky Leaf Expo nor the Jackson Convention Complex will be responsible for materials left unattended.

| | | |
|------------------------------------|----------------|------------------------|
| <u>SHOW SPECIFICATIONS:</u> | Booth Size | 10' wide x 10' deep |
| | Show Colors | Black drape and skirts |
| | Aisle Carpet | Green |
| | Exhibit Booths | Uncarpeted |

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

8' high black back drapes 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' table with white top and black skirt
Two chairs
One wastebasket

Electrical Service: Provided by Jackson Convention Complex at the exhibitor's expense
Order by contacting JCC at 601-960-2321

Forklift Service: Forklift service is available for a fee. Please contact Terri French at terri@cds1958.com or call 601-948-4228 for rates and schedule an appointment.

Additional furnishings and material handling services can be ordered through Convention Display Service, Inc. by completing attached order forms and returning to our office with payment.

PLEASE DIRECT THIS PACKET TO PERSON RESPONSIBLE FOR YOUR EXHIBIT



**2023 Lucky Leaf Expo
Jackson Convention Complex
May 5-6, 2023**

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 **April 21, 2023** 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
- There is a 3.5% convenience fee for paying with a credit card. Amount will be automatically charged to your transaction total, or you may pay by check. Mailing address P. O. Box 13387, Jackson, MS 39236.
- ORDERS FOR ADDITIONAL EQUIPMENT AND SERVICES MUST BE SUBMITTED WITH PAYMENT TO:

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

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

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

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



FURNITURE & ACCESSORIES

Show: 2023 Lucky Leaf Expo
Discount Deadline: April 21, 2023
Phone Orders Not Accepted

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

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 th 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 th Side Skirting, Optional | \$ 35.00 | ___ |

Note *4' comes skirted on 4 sides

Un-Skirted Tables 24" wide x 30" high

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

Un-Skirted Tables 24" wide x 42" high

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

Seating

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

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

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

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** | \$125.00 |

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

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

Single Tier Risers 12" wide x 12" high

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

Total all items ordered on this sheet _____

Add 8% tax _____

Payment Enclosed _____

Return to CDS at P. O. Box 13387
 Jackson, MS 39236-3387
Street Address 908 Larson Street
 Jackson, MS 39202

Email terri@cds1958.com

Exhibiting Firm Name _____

Print Contact Name _____ Title _____

Mailing Address: _____ City _____ State _____ Zip _____

Phone (____) _____ Fax (____) _____

X Authorized Signature _____ E-mail: _____



STANDARD BOOTH CARPET

Order due by
April 21, 2023

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

STANDARD CARPET - 9' WIDE

STANDARD CARPET WILL NOT BE TRIMMED TO FIT BOOTH SPACE

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

PADDING FOR STANDARD CARPET

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

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

ADDITIONAL TAPING per Linear Foot _____ Ft

VISQUENE per Linear Foot _____ Ft

@\$.65 per Ft. = _____

@\$1.35 per Ft = _____

NO REFUNDS WILL BE GIVEN FOR SERVICES NOT USED

OR CANCELLED AFTER INSTALLATION

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

SUB TOTAL \$ _____

ADD 8% TAX \$ _____

TOTAL \$ _____

ORDERS WITHOUT PAYMENT WILL NOT BE PROCESSED

Please type or print

Exhibiting Firm Name: _____ Contact: _____

Address: _____

City: _____ State _____ Zip _____

Phone: (____) _____ Fax: (____) _____ E-Mail _____

Convention or Show: **2023 Lucky Leaf Expo – 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 OR EMAIL TO TERRI@CDS1958.COM



BOOTH CLEANING AND JANITORIAL SERVICES

Orders due by: April 21, 2023
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

CLEANING SERVICES

☐ VACUUMING OF BOOTH ☐ ONCE PRE-SHOW OR ☐ DAILY _____ DAYS

Total # of Sq. Ft _____
x \$.30 Per Day \$ _____

JANITORIAL

☐ EMPTY WASTEBASKETS _____ Days @ 18.00
DAILY Per Booth Per Day \$ _____

**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 _____

Convention or Show: **2023 Lucky Leaf Expo – Jackson, MS**

Authorized Signature _____

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908 LARSON STREET, JACKSON, MS 39202 / OR EMAIL TO TERRI@CDS1958.COM



LABOR

**Order due by
April 21, 2023**
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 | | | | | |

| | |
|---|--|
| <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 enclosed with order <input type="checkbox"/> Set up instructions with 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 call at 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. |
|---|--|

Please indicate the service desired. If procedure is not indicated, labor will not be assigned until exhibitor reports to the service desk. A one hour minimum per man will be charged if exhibitor does not pick up labor as specified.

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

Please type or print

Exhibiting Firm Name: _____ Contact: _____

Address: _____

City: _____ State _____ Zip _____

Phone: (____) _____ Fax: (____) _____ E-mail _____

Convention or Show: **2023 Lucky Leaf Expo – JACKSON, MS**

Signature _____

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



**2023 Lucky Leaf Expo
Jackson Convention Complex - Jackson, MS
May 5-6, 2023**

SHIPPING AND MATERIAL HANDLING TIPS

Exhibitors Should Make Certain That All Material Is Properly Insured Against Fire, Theft, Damage And All Hazards While In Transit, To And From Your Booth, And For The Duration Of The Show. While It Is Understood That Convention Display Service, Inc. Will Use Its Best Efforts To Protect The Exhibitor's Property, It Is Not Responsible For Loss, Theft Or Damage.

WEIGHT AND PIECE COUNT

MATERIAL HANDLING CHARGES ARE CALCULATED BY TOTAL WEIGHT OF EACH DELIVERY MADE TO RECEIVING DOCK VIA LTL CARRIERS. SHIP ITEMS TOGETHER WHEN POSSIBLE.

SHIPMENTS RECEIVED WITHOUT INDIVIDUAL CARRIER RECEIPTS (UPS, FEDEX & OTHER SMALL PACKAGE OR SPECIALIZED CARRIERS) WILL BE DELIVERED TO THE BOOTH WITHOUT GUARANTEE OF PIECE COUNT OR CONDITION. NO LIABILITY WILL BE ASSUMED BY CDS FOR SUCH SHIPMENTS.

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

- **A Credit Card Must Be On File If Material Handling Services Are Required.**
- **ALL SHIPMENTS MUST ARRIVE FREIGHT PREPAID. COLLECT SHIPMENTS WILL BE REFUSED.**
- **CDS MATERIAL HANDLING CHARGES DO NOT INCLUDE PAYMENT OF CARRIER CHARGES**



MATERIAL HANDLING RATE SCHEDULE

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

OVERTIME:

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

RATES APPLY TO EACH 100 LBS OR FRACTION THEREOF. EACH DELIVERY IS CONSIDERED SEPARATELY. NO CUMULATIVE WEIGHTS WILL BE ALLOWED ON MINIMUMS, SPLIT SHIPMENTS, ETC.

- ALL SHIPMENTS MUST ARRIVE PREPAID. COLLECT SHIPMENTS WILL BE REFUSED.
- RATES DO NOT INCLUDE PAYMENT OF CARRIER CHARGES

CHARGES INCLUDE THE FOLLOWING SERVICES

- * 1. Receive & store **crated, boxed or skidded shipments** (30 days free storage prior to exhibitor move-in)
- * 2. Handling to Exhibit Hall
- * 3. Charges from dock to exhibitor's space, empty crate removal and return, and loading out on carrier are all included in rate
- * Uncrated or loose materials and local deliveries will be accepted at the show site only.

RATES

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

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

SMALL PACKAGE: Maximum weight per shipment, per delivery is 50 lbs
Cartons, envelopes, or other containers received without documentation via specialized carriers (UPS, FedEx, etc.) will be delivered without guarantee of piece count or condition.

Shipments received via specialized carriers not falling into the small package category will be subject to CWT rates.

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

It is understood that your calculations are an estimate and invoicing will be done from the actual weight / piece count.

Adjustments will be made accordingly

____ LBS PER CWT X \$ ____ per CWT = Material Handling Charge (per individual shipment) = \$ ____

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

Small Package 1st container \$30.00 ____ Add'l containers @ \$12.00 each ____ Total = \$ ____

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

Please print or type

Exhibiting Firm Name: _____

Print Contact Name: _____

Mailing Address: _____ City _____ State _____ Zip _____

Phone (____) _____ Fax: _____ E-Mail _____

Convention or Show **2023 Lucky Leaf Expo - Jackson, MS**

Signature _____

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



Shipping & Material Handling Information 2023 Lucky Leaf Expo

Convention Display Service, Inc. is the official drayage/material handling contractor for this event. Please read all information contained in this section carefully so that there will be no last minute confusion regarding your shipment.

SHIPPING ADDRESSES

CDS will receive containerized, non-hazardous, non-perishable materials at the following address 30 days prior to show. Non-containerized shipments, loose materials and local deliveries will be accepted at the show site only. **There is a charge for this service.**

ADVANCE RECEIVING

Exhibiting Firm Name
Lucky Leaf
c/o CDS
908 Larson Street
Jackson, MS 39202

SHIPMENTS MAY ARRIVE AT THE ADVANCE RECEIVING ADDRESS BETWEEN APRIL 3 AND APRIL 27, 2023 TO INSURE PROPER HANDLING. IF YOU CANNOT MEET THIS DEADLINE PLEASE CONTACT CDS FOR INSTRUCTIONS. *Shipments will be accepted at the advance receiving address no earlier than thirty days prior to show set up. Receiving hours are 8 AM to 4 PM, Monday – Friday. Closed on Saturday and Sunday*

DIRECT TO SITE

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

SHIPMENTS WILL NOT BE ACCEPTED ON-SITE UNTIL Thursday, May 4, 2023. CDS will not be responsible for refused or delayed shipments resulting from attempted deliveries to show site prior to this date. Shipments signed for by facility personnel may be turned over to CDS distribution. Exhibitors will be charged accordingly.

ALL SHIPMENTS MUST ARRIVE FREIGHT PREPAID. COLLECT SHIPMENTS WILL BE REFUSED.
CDS MATERIAL HANDLING CHARGES DO NOT INCLUDE PREPAID CARRIER CHARGES

- Shipments received without individual carrier receipts or bills of lading (UPS, FedEx, Airborne, Etc) will be delivered to the booth without guarantee of piece count or condition. No liability will be assumed by CDS for such shipments.
- Exhibitors Should Make Certain That All Material Is Properly Insured Against Fire, Theft, Damage And All Hazards While In Transit, To And From Your Booth, And For The Duration Of The Show. While It Is Understood That Convention Display Service, Inc. Will Use Its Best Efforts To Protect The Exhibitor's Property, It Is Not Responsible For Loss, Theft Or Damage.



RETURN SHIPPING FROM
2023 Lucky Leaf Expo

THIS FORM IS FOR VERIFICATION PURPOSES ONLY AND DOES NOT CONSTITUTE ANY RESPONSIBILITY ON THE PART OF CDS PERSONNEL FOR THE COMPLETION OF YOUR SHIPPING DOCUMENTS.

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

SHIP TO:

CITY _____

STATE _____ ZIP _____

SHIPMENT MUST ARRIVE AT THE ABOVE ADDRESS NO LATER THAN _____

Please allow for adequate shipping time when selecting carrier. CDS will expedite shipments to the best of our ability, however CDS is not responsible for delay of rush shipments.

PLEASE INDICATE OUTBOUND SERVICE PROVIDER

Exhibiting Firms Are Responsible For Making Sure That Shipments Are Re-Packed, Labeled And That Properly Executed Shipping Documents Are Tendered To Convention Display Service Before Departing The Show Floor. Bills of lading, air bills and labels are available at the CDS service desk.

☐ **ABF FREIGHT SYSTEM** **ABF Billing Address** _____

☐ **FEDEX AIR** **FedEx Acct. #** _____

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

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

- **EXHIBITING FIRMS NOT USING ABF FREIGHT SYSTEM OR FEDEX AIR ARE RESPONSIBLE FOR ARRANGING CARRIER PICK UP**
- **CARRIERS MUST BE ON SITE FOR PICK UP BY 6 PM, SATURDAY, MAY 6, 2023**
- **CONVENTION DISPLAY SERVICE, INC. DOES NOT PREPAY OUTBOUND CARRIER CHARGES**
- **Exhibiting Firms Using Specialized Carriers Must Provide Shipping Documents And Declaration Of Contents As Required By Carrier to Convention Display Service.**

CONVENTION DISPLAY SERVICE, INC. RESERVES THE RIGHT TO RE-ROUTE ANY SHIPMENT IF A DESIGNATED CARRIER FAILS TO CHECK IN WITH THE FREIGHT DESK BY THE STATED CHECK IN TIME. Convention Display Service, Inc. assumes no liability as a result of such re-routing or handling. The exhibiting firm will be charged accordingly. Convention Display Service, Inc. is not responsible for shipments left in booth by exhibitor. CDS will count & ship pieces as found when loading out from exhibit hall.

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

Exhibiting Firm Name _____
Contact Name _____ Phone () _____

Fax () _____ E-mail: _____

Authorized Signature _____

**2023 Lucky Leaf Expo
Jackson Convention Complex – Jackson, MS
May 5-6, 2023**

Electrical Service

ORDER FORM ATTACHED

**All arrangements must be made directly between the exhibiting firm
and the Jackson Convention Complex**



EXHIBITOR ELECTRICAL SERVICE FORM

Convention/Show: _____

Company Name: _____

Booth #: _____

Booth Contact Person: _____

Contact Phone: _____

Contact Email: _____

Credit Card Authorization

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

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

Master Card ☐ Visa ☐ American Express ☐ Discover ☐

Amount: _____

Name of Group: _____

(Please Print)

Date(s) of Stay: _____

Credit Card Number: _____

Expiration Date: _____

Name on Card: _____

Card Holders Signature: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

For Accounting Use Only:

Authorization #: _____

Authorized Amount: \$ _____

IMPORTANT CONDITIONS & REGULATIONS

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

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

Special Instructions:

Please complete the attached credit card form with this order form and [email to ewilson@jacksonconventioncomplex.com](mailto:ewilson@jacksonconventioncomplex.com).