



Mississippi Academy of Family Physicians

Convention Display Service, Inc. is pleased to be the official Exposition Service Contractor for the 2021 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 18 - 21, 2021
- Booth Size:** 10' wide x 6' deep
- Drapes:** 8' tall red/black/red back drapes
3' tall red 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 red skirt
Two Chairs
One wastebasket
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 12** Order Discount Deadline – Payment must accompany order
CC authorization form is included in packet
- Sunday, July 18** Exhibitor move in – 3:00 PM – 5:00 PM
- Monday, July 19** Show opens – 7:00 AM
- Wednesday, July 21** 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
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TIPS & GENERAL INFORMATION

MS FAMILY PHYSICIANS ASSOCIATION
JULY 18 – 21, 2021

Ordering Trade Show Services

- Phone orders are not accepted.
- CDS requires full payment at the time services are ordered. Orders received without full payment or purchase order will not be processed.
- 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, including expiration date. CDS does not accept cash as payment.
- There is a 3.5% 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
- 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, material handling and/or other on-site 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

- 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 or emailing brooke@cds1958.com
- Your problem will be resolved at that time and any valid adjustments in your account will be made at that time. No credits and adjustments will be made based on information received **AFTER** the show opens

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, accept 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, accept payments or answer questions regarding policies for Veal Convention Services.



CREDIT CARD BILLING AUTHORIZATION & PAYMENT POLICY

MS Academy of Family Physicians

CDS 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 onsite 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.

CDS will not be responsible for missed deadlines or processing delays resulting from payments mailed separately from order forms.

Checks must be made payable to Convention Display Service and drawn on a U.S. Funds Account.
 Purchase Orders are NOT considered payment.

REFUNDS/CREDITS/DISCREPANCIES

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 our office at 601-948-4228 or emailing brooke@cds1958.com.
 Your problem will be resolved at that time and any valid adjustments in your account will be made at that time.

No credits or adjustments will be made based on information received AFTER the show opens.

Please enter total cost from each page on appropriate line

Standard Furnishings _____

Booth Cleaning _____

Sub Total	\$ _____
7 % Sales Tax	\$ _____
Grand Total	\$ _____

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

There is a 3.5% fee for paying with a credit card. Amount will be automatically charged to your transaction total or you may pay by check.

RETURN ORDERS WITH PAYMENT TO CDS:

Address: 908 Larson Street,
Jackson, MS 39202

By Fax: 601-948-3824
Email: brooke@cds1958.com

CREDIT CARD AUTHORIZATION - complete all information American Express MasterCard Visa Discover

Account # _____ Verification Code _____

V-Code: MasterCard, Visa, Discover = 3 digit on back; American Express = 4 digit on front

_____ 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

Exhibiting Company Name _____

Address _____

City _____ State _____ Zip _____

Authorized Contact _____ Title _____

Phone (____) _____ Fax (____) _____

X Authorized Signature _____ E-Mail address: _____



Mississippi Academy of Family Physicians

Advance Order Date: July 18 – 21, 2021

Qty	Description	Price on/before July 12	Price starts on July 13
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Tables 24" wide x 30" high

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

___ 4' 30" table with red skirt	\$ 55.00	\$ 75.00
___ 6' 30" table with red skirt	\$ 75.00	\$100.00
___ 8' 30" table with red 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 red skirt	\$ 80.00	\$100.00
___ 6' 42" table with red skirt	\$ 95.00	\$125.00
___ 8' 42" table with red 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 on site, or by calling our office at 601-948-4228 or emailing brooke@cds1958.com

Your problem will be resolved at that time and any valid adjustments in your account will be made at that time.

No credits and adjustments will be made based on information received AFTER the show opens.

Qty	Description	Price on/before July 12	Price starts on July 13
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___ 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	\$ 7.00

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
___ Chrome Garment Rack	\$10.00

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: _____

Print Name on Card _____

Card Holder Signature _____

There is a 3.5 fee for paying with a credit card. Amount will be automatically charged to your transaction total or you may pay by check.

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: _____



**MISSISSIPPI ACADEMY OF
 FAMILY PHYSICIANS CONFERENCE
 ADVANCE ORDER DEADLINE:
 JULY 12, 2021**

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

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

JANITORIAL

EMPTY WASTEBASKETS DAILY

_____ Days @ 18.00 Per Booth Per Day \$ _____

CREDIT CARD	
___ MASTERCARD ___ VISA ___ AMEX ___ DISCOVER Account # _____ Exp. Date ____ / ____ Security Code: _____ Print Name on Card _____ Card Holder Signature _____ There is a 3.5% fee for paying with a credit card. Amount will be automatically charged to your transaction total or you may pay by check.	<p>Return order forms with payment to:</p> <p>Convention Display Service, Inc. P. O. Box 13387, Jackson, MS 39236-3387</p> <p>or</p> <p>908 Larson Street, Jackson, MS 39202</p> <p>or</p> <p>Email to: brooke@cds1958.com Fax: 601-948-3824</p> <p>Please call Brooke at 601-948-4228 for assistance</p>

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

**MISSISSIPPI ACADEMY OF FAMILY PHYSICIANS
SANDESTIN GOLF AND BEACH RESORT
JULY 18- 21, 2021**

**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 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 and procedures for Veal Convention Services.



2021 TRADE SHOW VENDOR KIT

MAFP 2021

July 18 - 21, 2021

FORMS SUBMITTED AFTER 7/10/21 ARE SUBJECT TO A 20% LATE SERVICE FEE

VENDOR POLICIES

Outside Food and Beverage is not permitted. Food and beverage 'give-a-ways' are restricted to small individual 'bite-sized' items. Anything larger is not permitted inside the facilities. Food and Beverage items are available for purchase within this vendor kit.

Exhibit items are restricted to defined exhibit spaces. No items may be attached, pinned, taped or by any means attached to conference center walls, elevators, floors or any surface. A minimum fee of \$100 will be charged to the vendor for each occurrence, regardless of damages.

Vendor assumes all responsibility for their exhibit display and items before, during and after the trade show. Sandestin Golf and Beach Resort assumes no responsibility for any lost or forgotten items.

On the special occasion, where cooking is part of an event, any cooking must be done off the trade show floor and with advanced consent from Sandestin Golf and Beach Resort's Catering and Conference Services Team. If product storage is necessary, arrangements can be made, subject to availability. Additional fees may apply.

Use of the conference center's kitchen facility can be made with advanced notice and consent from Sandestin Golf and Beach Resort's Catering and Conference Services Team. Additional rental and labor fees may apply.

Protective carpet protection must be ordered whenever a booth and/or exhibit has items that can be spilled, dropped, splashed or in any way damage the conference facilities. Protective carpet is available thru the trade show provider, VEAL Convention Services. Additionally, vendors assume all responsibility for any trade show items brought into the conference facilities.

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



VENDOR ORDER FORM

MAFP 2021

July 18 - 21, 2021

FORMS SUBMITTED AFTER 7/10/21 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:	<input type="text"/>
Fees (if applicable):	<input type="text"/>
Service Charge (24%):	<input type="text"/>
Sales Tax (7%):	<input type="text"/>
Total:	<input type="text"/>

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

EXHIBIT COMPANY NAME _____

BOOTH # _____



VENDOR ORDER FORM

MAFP 2021

July 18 - 21, 2021

FORMS SUBMITTED AFTER 7/10/21 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 <i>(additional internet charges may apply)</i>	\$ 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. A 2% Arts and Entertainment Fee is applicable to all events held at the Baytowne Conference Center.



Food & Beverage Order Form

MAFP 2021

July 18 - 21, 2021

FORMS SUBMITTED AFTER 7/10/21 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)	\$ 48.00	
	Domestic Beers (6 pack)	\$ 39.00	
	Imported Beers (6 pack)	\$ 45.00	
	Premium Bottle Red Wine	\$ 38.00	
	Premium Bottle White Wine	\$ 38.00	

Request for Food Service

Quantity	Description	Rate	Total
	Chef's Tropical Trail Mix Blend Almonds + Kiwi + Papaya + Pineapples + Bananas + Coconut + Passion Fruit + Cashews (per pound)	\$ 39.00	
	Chef's Dark Choco and PB Dark Chocolate Chunks + Mini Peanut Butter Cups + Peanut Butter Chips + Honey Roasted Peanuts + Pretzels (per pound)	\$ 36.00	
	Caramel Corn Crunch Caramel Corn + Peanut Brittle + Dried Peaches + Yogurt Covered Craisins (per pound)	\$ 38.00	
	Bayou Blend Cajun Corn Sticks + Pork Rinds + Tiny Slim Jim + Cheddar Crackers (per pound)	\$ 37.00	
	Assorted Jumbo Cookies (per dozen)	\$ 60.00	
	Pastry Bars (per dozen)	\$ 60.00	
	Fresh Individual Popped Popcorn (per dozen)	\$ 48.00	

To place a F&B order, please reach out to the Catering and Conference Services team directly at 850-267-7791.

Food 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. A 2% Arts and Entertainment Fee is applicable to all events held at the Baytowne Conference Center.

EXHIBIT COMPANY NAME _____

BOOTH # _____



VENDOR ORDER FORM

MAFP 2021

2021 TRADE SHOW VENDOR KIT

July 18 - 21, 2021

FORMS SUBMITTED AFTER 7/10/21 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.
MAFP 2021 July 18 - 21, 2021
9300 Emerald Coast Parkway West
Miramar Beach, FL 32550

*Payments for shipping must be made directly to Veal Convention Services.
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, recrating or reskidding. See the Forklift and Labor Order forms to order these services. On request, VCS will provide banding for securing outbound shipments at a rate of \$3 per foot, plus labor (one hour minimum). Shrink wrap of a pallet will be charged at \$30 per pallet. Local pickups and/or deliveries are available for \$150 per hour straight-time, \$225 per hour overtime (rates include truck and driver).

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



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

RUSH! Conference Freight RUSH! Conference Freight RUSH!

MAFP 2021
July 18 - 21, 2021

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!

MAFP 2021
July 18 - 21, 2021

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 Old Dominion 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.