Exhibitor Service Manual

NPMA Southern Conference 2019
Hilton Hotel Memphis
Grand Ballrooms A&B
February 4-6, 2019

NPMA Southern Conference 2019
Hilton Hotel Memphis
Grand Ballrooms A&B
February 4-6, 2019

****

SHOW INFORMATION

We are pleased that Hicks Convention Services has been selected as your Official Service Contractor. Our goal is to assist in making your participation a success.

BOOTH EQUIPMENT:

Each in-line booth will be set with 8' high panels of back drape and 3' high side divider drape.

All items provided are on a rental basis. Any damage to Hicks materials will be the responsibility of the exhibitor.

Each 10'x10' inline booth will consist of:

(1) 6' Skirted table
2 Chairs
1 Waste basket w/liner
1 Vendor ID Sign
Show colors: Black
Flooring: Carpet

Provided by Show Management.

INSTALLATION:

Exhibitors may begin set-up:

February 4, 2019 2:00pm-5:00pm

All exhibits must be set by:

February 4, 2019 at 6:00pm

SHOW HOURS:

February 5, 2019 7:30am-5:00pm
February 6, 2019 7:30am-2:00pm

DISMANTLE:

Dismantle of exhibits may begin:

February 6, 2019 2:00pm-5:00pm

All exhibit materials must be cleared from the facility by:

February 6, 2019 at 6:00pm

IMPORTANT: **Exhibitors may begin teardown immediately after the show closes. Hicks Convention Services will NOT be responsible for any booth contents that become missing or damaged during the move out.**

FORCE FREIGHT TIME:

Drivers must be checked in by:

Two hours after the close of show.

SHOW INFORMATION

SHIPPING INFORMATION:

ALL SHIPMENTS ARE REQUIRED TO HAVE CERTIFIED WEIGHT TICKETS.

WAREHOUSE SHIPMENTS: Hicks Convention Services will accept crated, boxed, or skidded materials beginning ***January 8, 2019*** to the warehouse address below. Any shipment received after ***January 25, 2019*** will be charged a 25% late surcharge. Shipments arriving after **February 1*, 2019*** will be refused.

Warehouse shipping address:
(All information below must be provided on the shipping labels.)

Show name: NPMA Southern Conference 2019
Company Name: _____
Booth # (Optional)_____

Hicks Convention Services
935 Rayner St.
Memphis, TN 38114

The warehouse will receive shipments Monday through Friday during the hours of 8:00 am – 4:00 pm.

SHOW SITE SHIPMENTS:

Hicks Conventions Services will accept show site shipments on ***February 4, 2019*** at the address below. **DO NOT ship your materials to arrive prior to these date(s).** All shipments must be consigned c/o Hicks Convention Services to enable us to accept them for handling. The facility will not accept direct shipments consigned to them, as they have no means for receiving or storing freight. **If exhibit material is shipped to the facility, the facility may turn it over to Hicks Convention Services for distribution to your booth. This will result in charges from Hicks Convention Services and the facility.**

Show site Shipping address:
(All information below must be provided on the shipping labels.)

Show name: NPMA Southern Conference 2019
Exhibiting Company Name_____
Booth #_____
C/O Hicks Convention Services
Show Site Address: Hilton Hotel Memphis
939 Ridge Lake Blvd
Memphis, TN 38120

Note: Shipping to show site might cause a delay in getting your freight to your booth. It is based on the time the driver arrives and the number of deliveries ahead of them. It is advised that you send your shipments in advance to the warehouse to receive them in a timely matter at the show.

ELECTRICAL:

Electrical service may be ordered through the facility.

TELEPHONE:

Telephone service may be ordered through the facility.

CUSTOMER SERVICE:

Please call Hicks Convention Services @ (800) 798-0262 or (901) 272-1171 and ask for the ***CUSTOMER SERVICE DEPARTMENT.***
You may also FAX us @ (901) 272-9491 or e-mail
rhonda@hicksconventions.com

NPMA Southern Conference 2019
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Discount Deadline: **January 25, 2019**
RETURN VIA FAX: 901-272-9491
Ph: 901-272-1171
rhonda@hicksconventions.com

PAYMENT POLICY FORM

Payment Policy -100% including applicable tax is due at show site.

Full payment must be included with all advance orders to obtain discount prices. Purchase Orders are not considered advance payment. Payment may be made by company check or credit card authorization.

Any additional costs incurred for orders or services placed at show site are due and payable upon presentation of the invoice. All adjustments must be made at show site.

ABSOLUTELY NO CREDITS WILL BE ISSUED AFTER SHOW CLOSING.

All accounts must be settled at the Hicks Convention Services Desk prior to show closing. Your show site representative must be made aware of this policy and have means of payment, unless credit card authorization is provided.

In the event that you have arranged for an agent to handle your display, your agent will be required to adhere to this policy as we will not bill a third party. If this policy is not adhered to, the exhibitor shall then be liable for payment.

INTERNATIONAL EXHIBITORS: We require 100% pre-payment of advance orders. Payment must be rendered by cash, company check payable in U.S. dollars drawn on a U.S. account, American Express, MasterCard or Visa Credit Cards.

Exhibitors will be assessed a $25.00 service charge for any returned check(s).
A finance charge of 1 1/2% per month (18% per annum) will be added to any outstanding invoices.

►**PLEASE PRINT CLEARLY OR TYPE. This form must be signed and accompany your order**.

Company Name:		Booth #:
Street Address:		
City:	State:	Zip:
Authorized Person (please print):	Title:	
Signature:	Phone:	Fax:

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CHARGE AUTHORIZATION FORM **PLEASE PRINT CLEARLY OR TYPE.** ***Complete, sign and return this form with your orders***.

Company Name		Booth #
Billing Address		
City	State	Zip
Ordered By		Date
► **Any charge back fee resulting from invalid charge disputes will incur a $25.00 fee, per occurrence.**		
Phone	Fax	

PLEASE PRINT CLEARLY OR TYPE: Check the appropriate box, list card number and expiration date.

☐ **American Express** ☐ **Master Card** ☐ **VISA** **V-Code**_____

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ _____
EXPIRATION DATE

SIGNATURE OF CARDHOLDER *(as it appears on card)*: _____

PRINT NAME *(as it appears on card)*: _____

PRINT NAME OF PERSON(s) AUTHORIZED TO SIGN AT SHOWSITE: _____

IMPORTANT: Any show site balances or charges for outbound freight, labor or miscellaneous items not paid, will be charged to your credit card account where applicable.

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RECAP OF SERVICES ORDERED

FURNITURE $_____

CARPETING AND PADDING $_____

CLEANING $_____

SIGNS $_____

FLORAL $_____

LABOR ORDER FORM (ESTIMATED) $_____

MATERIAL HANDELING (ESTIMATED) $_____

OTHER $_____

9.25% SALES TAX $_____

TOTAL ESTIMATED $_____

PLEASE PRINT CLEARLY OR TYPE:

Company Name _____ Booth #_____

Address _____

City _____ State _____Zip _____

Telephone _____ Fax _____

E-Mail _____ Contact _____

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FURNITURE ORDER FORM

CANCELLATION POLICY: Items cancelled after delivery to booth will be subject to a 50% charge **of the original price.**

USE OF EQUIPMENT: Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Hicks Convention Services cannot be responsible for injuries or falls caused by the improper use of rental furniture. All materials are on a rental basis and remain the property of Hicks Convention Services.

Qty.	**30" Wide Draped Tables** (white plastic top; skirted on 3 sides.) Circle your skirt color below.	Disc. Price	Stand. Price	Sub-total
	4' long 30" high	$40.00	$50.00	
	4' long 42" high	$63.00	$73.00	
	6' long 30" high	$50.00	$60.00	
	6' long 42" high	$77.00	$87.00	
	8' long 30" high	$60.00	$70.00	
	8' long 42" high	$90.00	$100.00	
	Fourth side draping	$20.00	$30.00	

Circle Skirt Color: ▶	Red	Burgundy	Teal
	Blue	Plum	Black
	Silver	White	Gold

Qty.	**30" Wide Undraped Tables** (topped in white plastic)	Disc. Price	Stand. Price	Sub-total
	4' long 30" high	$29.00	$39.00	
	4' long 42" high	$39.00	$49.00	
	6' long 30" high	$39.00	$49.00	
	6' long 42" high	$49.00	$59.00	
	8' long 30" high	$49.00	$59.00	
	8' long 42" high	$59.00	$69.00	

Qty.	Accessories	Disc. Price	Stand. Price	Sub-total
	Samsonite chair	$15.00	$17.00	
	Padded arm chair	$32.00	$42.00	
	Padded side chair	$25.00	$35.00	
	Counter stool	$35.00	$45.00	
	Director's chair – low height	$30.00	$40.00	
	Wastebasket	$8.00	$10.00	
	Easel	$15.00	$25.00	
	22" x 28" chrome sign holders	$41.00	$51.00	
	Pegboard 4' x 8' vertical/horizontal	$85.00	$95.00	
	Tackboard 4' x 8' vertical/horizontal	$85.00	$95.00	
	Glass showcase	$250.00	$325.00	
	Clothing rack or Bag rack	$40.00	$50.00	
	4' undraped table riser -1 step	$23.00	$29.00	
	4' undraped table riser -2 step	$33.00	$41.00	
	6' undraped table riser -1 step	$28.00	$34.00	
	6' undraped table riser -2 step	$36.00	$45.00	
	8' undraped table riser -1 step	$33.00	$41.00	
	8' undraped table riser -2 step	$47.00	$59.00	
	Riser draping -priced per linear foot	$3.00	$4.00	

Qty.	**Special Masking Drape**	Disc. Price	Stand. Price	Sub-total
	8' Masking	$8.00/lf	$10.00/lf	
	3' Masking	$5.00/lf	$7.00/lf	
	Pole Package: 2- 8'Uprights and 3- Crossbars per 10' space	$85.00	$105.00	

Total of items: Ordered: $_____+ 9.25%_____=Amt. due_____

Company Name_____ Booth#_____

Address_____

City_____ State _____ Zip_____

Telephone_____ Fax_____

Authorized by *(please print or type)*_____

Signature_____Title_____

▶ **Circle Drape Color:**

- Table risers are topped in white plastic
- If colors are not selected, Hicks will do so at no risk

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CARPET & PADDING ORDER

Pre-Cut CARPET Standard Sizes (includes front tape*)

		Discount Price	Standard Price
_____	10' x 10'	$95.00	$125.00
_____	10' x 20'	$190.00	$220.00
_____	10' x 30'	$285.00	$288.00
_____	10' x 40'	$380.00	$410.00

Custom carpet: _____ ft. x ____ ft. @ $1.87 / sq. ft. $2.35 sq. ft.

►**CIRCLE COLOR:** **If not Selected, Hicks will do so at no risk.** **Black** **Red** **Blue** **Grey** **Burgundy** **Teal** **Plum**

Carpet PADDING

Comfort Carpet Padding per sq. ft. $1.25

Plastic covering, per sq. ft. $2.00

TOTAL OF ITEMS ORDERED _____

SALES TAX 9.25% _____

BALANCE DUE _____

Discount deadline: **January 31, 2017**

To receive discount price, payment in full for all advance orders must accompany order. All orders placed at the show will be billed at standard prices. All invoices must be paid in full at the show.

PLEASE PRINT CLEARLY OR TYPE:

Company Name _____ Booth # _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

Authorized by _____ Title _____

Signature _____

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Floral Order Form

Orders placed after **January 25, 2019** will be filled on availability and assessed a 25% service charge.

	Rental Price	Quantity	Total Price
Misc. Flowering Plants: ..... Color Preference _____ (if available) **If color preference is not selected or is not available, Hicks will select at no risk. All flowering plants are based upon availability.**	$40.00	_____	_____
Fern	$40.00	_____	_____
Green Plants for Table Top.....	$37.00	_____	_____
2' to 3' Foot Green Plants.....	$52.00	_____	_____
4' Foot Green Plants.....	$62.00	_____	_____
5'-6' Foot Green Plants.....	$82.00	_____	_____
7' Foot Green Plant.....	$122.00	_____	_____
Small Flower Arrangement.....	$57.00	_____	_____
Large Flower Arrangement.....	$82.00	_____	_____
Vines.....	$37.00	_____	_____
Orchids.....	$52.00	_____	_____
Custom Design Arrangements (call for quote).....	$_____	_____	_____

Note: All charges for rental items include container, delivery to booth and removal at close of show.

Size: _____ ***Height:*** _____ ***Color:*** _____

Floral orders can be placed at the Hicks Service Desk during Exhibitor move-in hours. A minimum of 24 hours notice must be allowed for **SUBTOTAL:** _____ _____ ***delivery. Every effort will be made to fill floor orders.***

NOTE: No credits or refunds on floral orders. Damaged or stolen plants are Exhibitor's responsibility, to be paid at retail value.

Sub- Total:	_____	_____
9.25% SALES TAX:	_____	_____
TOTAL DUE:	_____	_____

Company Name _____ Booth # _____
Address _____
City _____ State _____ Zip _____
Telephone _____ Fax _____
Authorized by _____ Title _____

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CLEANING ORDER FORM

Vacuuming, sweeping of booths or the emptying of wastebaskets is not included in your booth space rental. If you desire these services, you must order them. All rates are based on gross square footage of your booth ***with a 100 square foot minimum per day. WHEN ORDERING DAILY CLEANING, YOU MUST ORDER FOR EVERY SHOW DAY.***

BOOTH CLEANING -All rental carpets are delivered clean to your space. However, during set up, the carpet can become soiled. We suggest you order cleaning services at least once before the show opens.

	Vacuuming Carpet Prior to show opening only **_____ sq. ft. x $ .25 NOT REQUIRED WHEN ORDERING DAILY**	$.25 per square foot
	Vacuuming Carpet Daily **_____ sq. ft. x $ .22 x _____days**	$.22 per square foot
	Shampooing Carpet -Indicate Date(s):	$.40 per square foot
	Anti-Static Spraying -Indicate Date(s):	$.20 per square foot

PORTER SERVICE -This excess trash removal service is provided every 2 hours during the show up to a maximum of 8 hours straight time.

	One Day -Indicate Date:	$77.00 per day
	Daily -Indicate Dates:	$66.00 per day

SPECIAL REQUESTS:

TOTAL OF ITEMS ORDERED: $_____

9.25% SALES TAX: $_____

BALANCE DUE: $_____

PLEASE PRINT CLEARLY OR TYPE:

Company Name _____ Booth # _____
Address _____
City _____ State _____ Zip _____
Telephone _____ Fax _____
Authorized by _____ Title _____
Signature _____

HICKS Convention Services

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SIGN ORDER FORM

When ordering signs, please provide the following information:

- Size
- Exact copy, as you wish it to appear
- Color(s) for copy and show card
- Indicate vertical or horizontal
- Easel back, if desired

	Quantity	Horizontal	Vertical	Color	Easel Back	TOTAL
7” x 44” -$41.00						
11” x 14” -$45.00						
14” x 22” -$54.00						
22” x 28” -$62.00						
28” x 44” -$99.00						
40” x 60” -Quoted						

1. There will be an additional charge for reproduction of emblems, logos, trademarks, specialty signs, custom graphics, etc. Quotes will be provided upon request.
2. Quotes for banners, specialty signs, etc., will be furnished upon request.
3. Preserve your signs with laminate for $ .03 per square inch.
4. Easel Back: add $5.00 per sign Detachable Arrows: add $5.00 per sign
5. Show site orders quoted upon request.
6. If required, there will be an additional charge for sign design labor or labor to prepare logos for reproduction.
7. **SIGNS ORDERED AFTER DISCOUNT DEADLINE WILL BILLED AT STANDARD PRICES WHICH ARE DOUBLE THE ABOVE RATES.**

SIGN COPY AS FOLLOWS (or attach copy with order):

_____

_____

_____

TOTAL OF ITEMS ORDERED _____

SALES TAX 6% _____

BALANCE DUE _____

►To receive discount price, payment in full for all advance orders must accompany order.

PLEASE PRINT CLEARLY OR TYPE:

Company Name _____ Booth # _____
Address _____
City _____ State _____ Zip _____
Telephone _____ Fax _____
Authorized by _____ Title _____
Signature _____

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LABOR ORDER FORM

- All labor is performed by trained & skilled personnel. To insure ample availability of labor, ***PLEASE ORDER IN ADVANCE.***
- Starting time can be guaranteed only when labor is ordered for 8:00 AM. Hicks Convention Services will attempt to provide labor at all other ordered times, however, in some cases it may be impossible to have labor at an exact given time.
- If service A or B (see below) is not specified, labor will not be assigned until the exhibitor reports to the labor desk.
- All labor is billed on a 1 man, 1 hour minimum. If exhibitor fails to pick up labor at time ordered, a one hour per worker no-show charge will be applied.
- As indicated on the *Notification of Intent to Use "Non-Official" Service Contractor* form, labor and services ordered for exhibitor by other contractors must be authorized prior to show setup in writing by the exhibiting company. A **Certificate of Insurance** must also be presented to Hicks prior to any other contractor beginning work on the show floor. Payment for labor and services is the responsibility of the exhibitor.
- **LABOR RATES:**
  $52.00/hour -Straight time: Weekdays 8:00 AM. -4:30pm
  $104.00/hour -Overtime: All other hours on weekdays, Saturday, Sunday and Holidays All labor will be billed in one-hour increments.

SCHEDULE FOR LABOR	Number of Workers	Dates Required	Time	Approx. Hours
Installation:				
Dismantling:				

► *Please Check Type of Service Required*

☐ **Service A:** All work performed and supervised by Hicks personnel. Please send any necessary information, blue prints, etc.

The charge for supervisory services is 30% of total labor bill with a $52.00 minimum charge.

Installation: Dismantle:

Please Indicate:

Y N Set-up plans attached

Y N Photo attached

Y N Self- contained unit

Set-up plans in crate #_____
Number of crates _____

☐ **Service B** All work performed by Hicks personnel under the direct supervision of exhibitor's representative. ***Should the exhibitor's representative not be present during the entire time, Hicks assumes no liability.***

Please indicate:

Exhibitor's /Rep's. Name _____
Contact Phone Number _____

Other Services Available: (Please indicate if needed)

- Forklift Labor Up To 3,000 lbs:
  Number of hours _____ x $122.00 ST
  Number of hours _____ x $174.00 OT
- Shrink Wrapping $10.00 + 1/2 hr labor per standard pallet
- Banding: $1.50 per lin. Ft. + 1 hr. (min) labor
- Rigging, Special Equipment, Vehicle Spotting, etc:

PLEASE PRINT CLEARLY OR TYPE:

Company Name _____ Booth # _____
Address _____
City _____ State _____ Zip _____
Telephone _____ Fax _____
Authorized by _____ Title _____
Signature _____

EXHIBIT SHIPPING INFORMATION & DRAYAGE RATE SCHEDULE

Ship Prepaid Only -Collect Shipments will be Refused

ANY ADVANCE SHIPMENTS RECEIVED AFTER **February 1, 2019** WILL BE REFUSED AND SHOULD BE REROUTED FOR DELIVERY TO THE SHOW SITE.

Loose and Uncrated Materials will be received at Show Site Only

All Charges are based on In-Bound Weights Only

ADVANCE SHIPMENT

Rates Include:

- Unloading crated material
- Storing at Hicks warehouse for up to 30 days
- Reloading onto trucks and delivery to exhibit site
- Unloading materials and delivery to your booth
- Removing of empty shipping containers from your booth, storing and returning at close of show
- Reloading materials onto outbound transportation

Advantage:

- 30 Day window for receipt of materials
- Materials in your booth prior to your arrival
- Ability to trace freight in advance of exhibition
- Advance notification in the event of visible damage to materials.

Exhibitors should label and consign shipments as follows:

Your company name: _____

Your booth#: _____

Show Name: NPMA Southern Conference 2018

C/O: Hick Convention Services

935 Rayner St.

Memphis, TN 38114

Warehouse: $57.50 per CWT

with a 200 lb minimum (CWT=100 lbs.)

Charges for these services will be based on the inbound weight per shipment and will be rounded up to the nearest hundred weight.

SHOW SITE SHIPMENT

Rates Include:

- Unloading materials when received and delivery to your booth
- Removal of empty shipping containers from your booth, storing and returning at close of show
- Reloading materials onto outbound transportation

Important Factors:

- Materials must be received only on designated date(s)
- Limited control of delivery time schedule
- Unloading will occur on a “first come, first serve” basis as off-loading area(s) become available
- Tracing capabilities diminish
- Limited time for repair/replacement in the event of damage

Exhibitors should label and consign shipments as follows:

Your company name: _____

Your booth#: _____

Show Name: NPMA Southern Conference 2018

C/O: Hicks Convention Services

Show site address: **Hilton Memphis**

939 Ridge Lake Blvd.

Memphis, TN 38120

Show Site: $55.00 per CWT

with a 200 lb minimum (CWT=100 lbs.)

Charges for these services will be based on the inbound weight per shipment and will be rounded up to the nearest hundred weight

____lbs. x $57.50 per CWT = $_____

____lbs. x $55.00 per CWT = $_____

Due to insurance & liability reasons, the use of forklifts, dollies, hand trucks and moving equipment is strictly prohibited and will require the use of Hicks Labor. Please contact your Hicks Representative at 800-798-0262.

SCHEDULE OF RATES: ALL WAREHOUSE SHIPMENTS RECEIVED AFTER **January 25, 2019** WILL BE SUBJECT TO A 25% LATE HANDLING CHARGE.

SURCHARGES: Fed-Ex, UPS, DHL, loose, uncrated, or improperly packaged materials, or those delivered by a carrier not providing supporting paperwork will be assessed a 25% special handling fee. A surcharge will be assessed for **special trips, handling of shipments** arriving at the warehouse after initial installation date, or for shipments arriving at Show Site after scheduled set-up times.

Hicks Convention Services will not be responsible for damage to uncrated and/or un-skidded exhibit material, nor will we be responsible for concealed damage to material.

SHIPPING INSTRUCTIONS AT CLOSE OF SHOW			
Consign To:			
Street Address:			
City	**State**		**Zip**
Type of Carrier:	**Motor Freight**	**Air**	**Van Line**
If Prepaid, Bill To:			
City, State and Zip:			

ALL SHIPMENTS MUST ARRIVE PREPAID

1) Shipments must be consigned to Hicks Convention Services, as the hotel and convention site do not have the facilities to receive such shipments and may refuse them.
2) Hicks Convention Services. will not be responsible for piece count or condition of shipments that are delivered without supporting bill of lading or delivery slip (i.e. FedEx, UPS).
3) It is understood that Hicks Convention Services and its subcontractors do not automatically insure materials, that insurance, if any, shall be arranged by the Exhibitor and the amounts payable to Hicks for drayage services are based on the value of the material handling services and the scope of Hicks liability as herein set forth. The amounts payable to Hicks are unrelated to the value of the Exhibitors property being handled by Hicks Convention Services or its subcontractor. It is impractical and extremely difficult to fix the value of each shipment handled by Hicks Convention Services or its subcontractors. It is agreed therefore that if Hicks Convention Services or its subcontractors should be found liable for loss or damage to Exhibitors materials, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to 30 cents per pound per article, with a maximum liability of $500 per item, or $1,000 per shipment, whichever amount shall be less, as agreed upon damages and not as a penalty, and such agreed upon damages shall be the Exhibitors exclusive remedy. Exhibits left on exhibit floor without return instructions will be returned to our warehouse and held for disposition at an additional charge. Hicks Convention Services will not be responsible for condition, count or content until such time as exhibits or materials are picked up for removal after the close of the exhibition.
4) Make certain all your material is properly insured against fire, theft and all hazards while in transit to and from your booth and for the duration of the exhibition.
5) Exhibitor routings on outbound shipments will be honored when possible. However, we reserve the right to reroute as necessary. All outbound shipments must be tendered with a Bill of Lading. In the event the designated carrier fails to pick up by the specified time, such shipments will be rerouted by Hicks Convention Services. **Specified (freight force) time can be obtained at the Hicks Service Desk or by calling customer service.**
6) All shipments requiring special handling for any reason, or due to length, width or height, will be handled on a time and material basis.
7) Hicks Convention Services, as the Drayage Contractor, shall have control over all freight docks, doors, elevators and crate storage areas. Any shipment not handled by Hicks Convention Services, but for which Hicks Convention Services is required to handle the storage of the empty shipping containers, a charge will be assessed.
8) To avoid confusion, remove all expired shipping labels before shipment.
9) Collect shipments will not be accepted unless written authorization is furnished by the shipper to accept the shipment. There will be a 25% surcharge ($15.00 minimum) based on the amount advanced by Hicks Convention Services.

HICK CONVENTION SERVICES WILL ROUTE ALL SHIPMENTS UNLESS SPECIAL ADVANCE ARRANGEMENTS ARE MADE . . .

INSURANCE

Hicks Convention Services will not be responsible for the count or content of material after it has been placed in the exhibit area, before or during installation time, or at the conclusion of the event, or prior to taking physical count and possession in preparation to moving such materials.

You agree to hold harmless Hicks Convention Services for responsibility for concealed and/or apparent damage to uncrated and/or un-skidded exhibit material.

Company Name	**Address**
Attention of	**City/State**
Signature	**Title**
Mid South Jewelry & Accessories Fair	

To assure the orderly processing of your material-handling service requirements it is absolutely essential that this form be READ, COMPLETED and SIGNED by an officer of your organization, and RETURNED PROMPTLY TO:

Hicks Convention Services
935 Rayner St. Memphis, TN 38114

EXHIBITOR MATERIALS

From (Shipper):_____

To: _____
(Exhibitor Name)

Show Name: NPMA Southern Conference 2018
C/O Hicks Convention Services
935 Rayner St.
Memphis, TN 38114
ADVANCE FREIGHT MUST BE DELIVERED BY:
February 1, 2019

Booth # (optional): _____

No. _____ **of** _____ **pieces**

ADVANCE

EXHIBITOR MATERIALS

From (Shipper): _____
_____

To: _____
(Exhibitor Name)

Show Name: NPMA Southern Conference 2018
C/O Hicks Convention Services
935 Rayner St.
Memphis, TN 38114
ADVANCE FREIGHT MUST BE DELIVERED BY:
February 1, 2019

Booth # (optional): _____

No. _____ **of** _____ **pieces**

ADVANCE

EXHIBITOR MATERIALS

From (Shipper):_____

To: _____
(Exhibitor Name)

Show Name: NPMA Southern Conference
C/O Hicks Convention Services
Show site address: Hilton Hotel Memphis
939 Ridge Lake Blvd
Memphis, TN 38120
WE WILL START ACCEPTING SHOW SITE FREIGHT ON:
February 4, 2019

Booth # (optional) : _____

No. _____ **of** _____ **pieces**

SHOW SITE

EXHIBITOR MATERIALS

From (Shipper): _____
_____

To: _____
(Exhibitor Name)

Show Name: NPMA Southern Conference
C/O Hicks Convention Services
Show site address: Hilton Hotel Memphis
939 Ridge Lake Blvd
Memphis, TN 38120
WE WILL START ACCEPTING SHOW SITE FREIGHT ON:
February 4, 2019

Booth # (optional): _____

No. _____ **of** _____ **pieces**

SHOW SITE