



Exhibitor Service Manual

**Home Show of the Mid-South
AgriCenter
February 14 – February 16, 2020**

Home Show of the Mid-South AgriCenter

February 14-16, 2020

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.

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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:

SHOW COLORS: Black

Provided by Show Management.

INSTALLATION:

Exhibitors may begin set-up:

Thursday February 13, 2020 8:00am-8:00pm
Friday February 14, 2020 9:00am to 12:00pm.

All exhibits must be set by:

Friday February 14, 2020 at 12:00pm

SHOW HOURS:

Friday February 14, 2020 12:00pm-7:00pm
Saturday February 15, 2020 10:00am – 7:00pm
Sunday February 16, 2020 12:00pm– 6:00pm.

DISMANTLE:

Dismantle of exhibits may begin:

Sunday February 16, 2020 at 6:01pm

All exhibit materials must be cleared from the facility by:

Monday February 17, 2020 by 12pm.

IMPORTANT: Exhibitors may begin tear-down 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.



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RETURN VIA FAX: 901-212-9491 or EMAIL
RHONDA@HICKSCONVENTIONS.COM

Phone: 901-272-1171

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.

ITEMS	PRICE	QTY
4' Table Topped & Skirted	\$20.00	_____
4' Table No Skirt	\$15.00	_____
6' Table Topped & Skirted	\$25.00	_____
6' Table No Skirt	\$20.00	_____
8' Table Topped & Skirted	\$30.00	_____
8' Table No Skirt	\$25.00	_____
Wastebasket w/ Liner	\$10.00	_____
Easels	\$15.00	_____
Samsonite Folding Chair	\$5.00	_____

CARPETING	PRICE	QTY
10' x 10'	\$75.00	_____
10' x 20'	\$150.00	_____

CIRCLE CARPET COLOR:

Black Red Blue Grey

CIRCLE SKIRT COLOR:

Red Blue Silver White Black

Total of Items: Ordered: \$ _____ + 9.75% _____ =Amt. due _____

Company Name _____ Booth# _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

Authorized by (please print or type) _____

Signature _____ Title _____



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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:

