



Exhibitor Service Manual

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Agricenter Internationa`
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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 Vendor ID Sign

Provided by Show Management.

INSTALLATION:

Exhibitors may begin set-up:
5 i [i gh%& at 8:00am.

All exhibits must be set by:
5 i [i gh%&, 2012 by 10:00am.

SHOW HOURS:

Show Hours:
5 i [i gh%&, 2012 from 2:00pm-9:00pm.
5 i [i gh%&, 2012 from 9:00am-+ :00pm.
5 i [i gh%&, 2012 from 10:00am-5:00pm.

DISMANTLE:

Dismantle of exhibits may begin:
5 i [i gh%&, 2012 at 5:00pm.

All exhibit materials must be cleared from the facility by:
5 i [i gh%&, 2012 by 9:00pm.

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.

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Mid-South
91st Annual

Agricenter International
5th Annual, 2012

For discount price, order and payment
Must be received by 5th Annual, 2012

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:



Mid-South Hunting & Fishing Extravaganza Agricenter International February 17-19, 2012

Discount Deadline: August 1, 2012

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

Form with fields: Company Name, Booth #, Billing Address, City, State, Zip, Ordered By, Date, Phone, Fax. Includes a warning: Any charge back fee resulting from invalid charge disputes will incur a \$25.00 fee, per occurrence.

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

Form with checkboxes for American Express, Master Card, VISA and a V-Code field.

Form with a grid of 16 boxes for card number and an expiration date field.

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.

HICKS

Convention Services

Mid-South Hunting & Fishing
Extravaganza
Agricenter International
February 17-19, 2012

Discount deadline: August 1, 2012

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	

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	

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.	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) _____

▶ Circle Drape Color:

Plum	Silver	White
Red	Burgundy	Teal
Blue	Rose	Black

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

Signature _____ Title _____