

# HICKS

Convention Services

AND SPECIAL EVENTS INC.

June 25, 2010

Mid-South Hunting & Fishing Expo  
Attn: Mark Lovell  
PO Box 1327  
Cordova, TN 38018

MEMBER OF  
Chamber of Commerce  
Convention and Visitors Bureau  
ASAE HBAM  
MSAE HSMA  
TSAE MAAA  
NAEM ESCA

## PROPOSAL/CONTRACT

Mid-South Hunting & Fishing Expo  
August 13-15, 2010  
Agricenter International

**Hicks Convention Services and Special Events, Inc., will provide, maintain and remove the following services and equipment at the guaranteed prices indicated below:**

### OPTION 1:

#### BOOTH EQUIPMENT:

Hicks will furnish approximately (120-125) 10' x 10' pipe & drape exhibit booths made of pipe and drape exhibit booths to conform to your final floor plan. The booths are constructed of heavy gauge anodized aluminum pipe and telescopic crossbars, which support the 8' high, flameproof back drapes and 3' high side dividers. **Each booth will have 1 Vendor ID sign.**

#### COST PER BOOTH:

The **\$22.50** cost per booth is based on a minimum of 110 booths. Should booth numbers drop below this minimum, Hicks reserves the right to renegotiate the cost per booth.

### OPTION 2:

#### BOOTH EQUIPMENT:

Hicks will furnish approximately (120-125) 10' x 10' pipe & drape exhibit booths made of pipe and drape exhibit booths to conform to your final floor plan. The booths are constructed of heavy gauge anodized aluminum pipe and telescopic crossbars, which support the 8' high, flameproof back drapes and 3' high side dividers. **Each booth will have a (1) 6' skirted table, 2 chairs 1 Vendor ID sign & 1 Wastebasket.**

#### COST PER BOOTH:

The **\$37.50** cost per booth is based on a minimum of 110 booths. Should booth numbers drop below this minimum, Hicks reserves the right to renegotiate the cost per booth.

**FLOOR PLANS & FIRE PERMIT:**

If needed, Hicks will prepare a floor plan suitable for reproduction, for your review and will make necessary modifications in accordance with the local fire departments approved copy. Cost will be \$75.00 per copy.

**ADDITIONAL INFORMATION:**

Setup: August 11, 2010 8:00am.

Tear out: August 16, 2010 8:00am-12:00pm.

Show colors: Hunter green & Beige

6- 8'x42" Skirted tables: \$35.00 each

8' Pipe & drape: \$2.50 per ft.

3' Pipe & drape: \$1.50 per ft.

**REGISTRATION:**

1- Registration Counter: N/C

Each Additional Registration Counters - **\$100.00 each**

**MASKING:**

Hicks will provide 8' high drape for masking at a cost of \$2.50 per linear foot.

**AISLE CARPET:**

Carpet is \$2.70 per running foot.

**EXHIBITOR SERVICE CENTER:**

A Hicks service desk representative will be on site during the set up, move in, move out and dismantle of the show. **The service desk representative will provide information and act as a supply center for the following services: drayage, floral, photography, sign services, audiovisual rentals, booth furnishings and janitorial.**

**EXHIBITOR SERVICE MANUAL:**

Hicks will provide a service manual for each exhibitor. The manual will include a cover letter with show information and forms for the following exhibitor services: drayage, credit, labor, signs, floral, cleaning and electrical facilities. Hicks asks that you provide the mailing labels for your exhibitors.

**DRAYAGE INFORMATION:**

Hicks Convention Services will serve as the official contractor and will provide at **NO CHARGE** to show management up to 1000 pounds of freight. It can be shipped (up to 30 days prior to show date), storage, delivery to the exhibit hall and locating the freight in the hall, and storage of empty containers. Freight will be handled for outbound shipment from booth to our terminal for forwarding of storage.

**EXHIBITOR LISTS:**

If at all possible, Hicks Convention Services will need exhibitor names and addresses (preferable mailing labels) 4 weeks prior to the show date for mailing of the Exhibitor Service Manuals. A list of exhibitor names, as they should appear on identification signs, should be emailed to: [bhicks7171@aol.com](mailto:bhicks7171@aol.com) at least 2 weeks prior to the show date in excel format, unless custom signs have been ordered, resulting in a lead-time of at least 2 to 3 weeks.

**NOTIFICATION TIME:**

Please notify Hicks Convention Services, at least two weeks prior to the date of set up, the exact number of booths you will actually need.

**SALES TAX:**

Applicable sales tax will be added to the total bill.

**PAYMENT:**

A 50% DOWNPAYMENT IS REQUIRED TWO WEEKS PRIOR TO THE SHOW WITH THE REMAINDER TO BE PAID UPON INSTALLATION. Other than COD orders or prepayments, payment is due upon receipt, unless prior arrangements have been made through you sales person or accounting office. A finance charge of 1.5% per month on any unpaid balance will be charges. All legal and collection fees for unpaid charges are the responsibility of the customer.

All materials and services provided by Hicks Convention Services and Special Events, Inc., are first quality. Services leading up to and during your show will be handled in an efficient and timely manner.

**SUBMITTED BY:**

*Billy Hicks, Jr.*  
\_\_\_\_\_  
Billy Hicks Jr.  
Hicks Convention Services

\_\_\_\_\_  
Date

**ACCEPTED BY:**

\_\_\_\_\_  
Mark Lovell  
Mid-South Hunting & Fishing Expo

\_\_\_\_\_  
Date