



**EXHIBITOR SERVICE PACKET**  
**US HYDRO 2023 CONFERENCE**  
**Mobile Convention Center - Mobile, AL**  
**March 13-16, 2023**  
**HOSTED BY**  
**THE HYDROGRAPHIC SOCIETY OF AMERICA**

**Booth Specifications**

**Booth Size:** 10' wide x 10' deep  
**Back Drape:** 8 ft. tall royal blue drapes  
**Side Drape:** 3 ft. tall royal blue dividers  
**Table Skirts:** Royal blue  
**Booths Carpet:** None provided - by exhibitor order only

**Booth Furnishings:** 8' tall royal blue back drapes with 3' high royal blue side dividers  
 One 11" x 17" booth id sign  
 One 6 ft display table with royal blue skirt  
 Two chairs  
 One wastebasket

One 10 Amp electrical connection will be provided in each booth. Additional electrical service may be ordered at the exhibitor's expense. Please go to the Mobile Convention Center's website at [www.asmglobalmobile.com](http://www.asmglobalmobile.com)

Complimentary WIFI will be supplied in the exhibit hall. For additional internet service including hard wire internet, please contact JMF Solutions at 877-404-4717 prior to your arrival to set up service.

**NOTE: Please refer to the enclosed information from the Mobile Convention Center for additional instructions regarding their specific services, rules and regulations.**

**Convention Display Service Deadline Dates:**

**February 1, 2023 – March 6, 2023** Shipments will be received at the advance warehouse location between these dates – refer to enclosed material handling section for additional information  
**YRC Freight System and FedEx Air are the preferred show carriers**

**Monday, March 6, 2023** CDS Advance Order Discount Deadline– payment must accompany order – see order forms for details

**Monday, March 13, 2023** First day shipments can arrive direct to site

**Show Schedule**

**Monday, March 13, 2023** Exhibitor move in – 2:00 pm to 5:00 pm

**Monday, March 13, 2023** Icebreaker Social in Exhibit Hall – 5:00 pm to 7:00 pm  
**Tuesday, March 14, 2023** Exhibit Hall Hours – 9:45 am to 8:00 pm  
**Wednesday, March 15, 2023** Exhibit Hall Hours – 9:30 am to 7:30 pm  
**Thursday, March 16, 2023** Exhibit Hall Hours – 10:25 am to 4:30 pm

**Thursday, March 16, 2023** Show Close and Dismantle – 4:30 pm to 6:30 pm  
**Thursday, March 16, 2023** Freight Drivers check in by 6:30 pm

*The exhibit hall will be cleared Thursday evening. Neither THSOA, nor Convention Display Service, Inc., nor the Mobile Convention Center will be responsible for materials left unattended on the show floor.*

<b>How to contact us:</b>	<b>CDS</b> P O Box 13387 Jackson, MS 39236-3387	<b>CDS</b> 908 Larson St. Jackson, MS 39202	<b>Phone: 601-948-4228</b> <b>Fax: 601-948-3824</b> <b>brooke@cds1958.com</b>
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## CREDIT CARD BILLING AUTHORIZATION & PAYMENT POLICY

### US Hydro 2023 Conference

#### 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.

#### CANCELLATION / REFUND POLICY

\*Orders canceled prior to the advance discount date will be refunded at 100% of original price.

\*Orders canceled after the advance discount date and before 3 days prior to exhibitor move-in will be refunded at 50% of original price.

\*No refunds will be granted for services or equipment not used, or canceled 3 days prior to exhibitor move-in.

\*No refunds will be granted for any services or items canceled during exhibitor move-in or show site.

\*No refunds will be granted for any services or items after the show has ended, including items ordered and not received.

Please enter total cost ordered from each page on appropriate line

Show Specials

Standard Furnishings

Carpet

Booth Cleaning

Material Handling

I & D Labor

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 \_\_\_\_\_ BILLING ADDRESS: \_\_\_\_\_ BILLING ZIP CODE \_\_\_\_\_

PRINT CARDHOLDER NAME \_\_\_\_\_

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: \_\_\_\_\_



US Hydro 2023 Conference  
Mobile Convention Center – Mobile, AL  
March 13-16, 2023

## PAYMENT POLICIES

**CDS requires full payment for services and rentals requested before the order will be processed.  
Orders received without payment will not be processed.**

- All prices include delivery, installation, rental charges for the duration of the event and removal at completion.
- All charges, excluding material handling, cleaning, and labor, are subject to sales tax.
- Payment in full must accompany all orders by Monday, March 6<sup>th</sup> to receive the advance price.
- Orders received after March 6th will be charged the standard floor rate.
- **There is a 3.5% convenience 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**

## SALES TAX AND EXEMPTIONS

- All charges, excluding material handling, cleaning, and labor, are subject to sales tax.
- To be tax exempt, you must be a state, government, or nonprofit organization. If you are eligible, please provide a copy of the exemption certificate when placing your order. Sales tax rate is 10%.
- A resale certificate is not acceptable or proof of exemption, as CDS does not provide items to be resold.

## PAYMENT OPTIONS

- Payment by Email: Email your order with full payment to [brooke@cds1958.com](mailto:brooke@cds1958.com)
- Payment by Fax: Fax your order with full payment to 601-948-3824 – Attention: Brooke
- Payment by Mail: Mail your order form with full payment to: Convention Display Service  
P O Box 13387  
Jackson, MS 39236-3387
- CDS accepts checks, MasterCard, Visa, American Express and Discover as forms of payment.
- If submitting a check for payment, please attach with the completed order forms and mail to Convention Display Service.
- 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.
- Please make sure all supplied credit card information is current, accurate and legible, including expiration date and the 3- or 4-digit security code.
- **There is a 3.5% convenience 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**

## **PAYMENT POLICIES (continued)**

### **CANCELLATION / REFUND POLICY**

- Orders canceled prior to March 6th will be refunded at 100% of original price,
- Orders canceled after March 6<sup>th</sup> and prior to delivery to booth will be refunded at 50% of original price.
- No refunds will be granted for services or equipment not used, or canceled 3 days prior to exhibitor move-in.
- No refunds will be granted for any services or items canceled during exhibitor move-in or show site.
- No refunds will be granted for any services or items after the show has ended, including items ordered and not received

### **ADVANCE ORDERS**

- Deadline to receive the advance price for the US Hydro 2023 Conference is Monday, March 6, 2023
- CDS requires full payment, including tax, for services and rentals requested before the order will be processed.
- Orders received without payment will not be processed.
- Please include your complete customer information on each form submitted.
- Advance payment for labor should be based on an estimation of installation and dismantling hours
- Advance payment for material handling should be based on an estimated weight.
- All CDS equipment 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.

### **ON-SITE ORDERS**

- All on site orders, including material handling or labor, are payable upon placing the order.
- A credit card must be on file for material handling or labor services, regardless of payment method.
- Orders received after the advance date deadline or on show site will be billed at the standard prices.
- Orders will not be filled until payment has been received.

### **MATERIAL HANDLING/LABOR/RIGGING**

- If you are shipping items to our advance warehouse, to show site for CDS to accept, or shipping items outbound from show site with CDS or ordering labor for installation and dismantle, you must complete the credit card authorization form
- Our services will not be performed unless we have a credit card authorization form on file.
- If you require outbound shipping services or dismantle labor on move out, your credit card will be charged.



**FURNITURE & ACCESSORIES**  
**US Hydro 2023 Conference**  
**March 13-16, 2023**

**ADVANCE ORDER DEADLINE: MARCH 6, 2023**  
**Phone Orders Not Accepted**

Qty	Description	Price before March 6	Price after March 6
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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 skirt	\$ 55.00	\$ 75.00
___ 6' 30" table with skirt	\$ 75.00	\$100.00
___ 8' 30" table with skirt	\$ 95.00	\$125.00
___ 4 <sup>th</sup> Side Skirt, Optional	\$ 20.00	\$ 20.00

**Table skirts will be Royal Blue**

___ 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 skirt	\$ 80.00	\$100.00
___ 6' 42" table with skirt	\$ 95.00	\$125.00
___ 8' 42" table with skirt	\$110.00	\$145.00
___ 4 <sup>th</sup> Side Skirt, Optional	\$ 35.00	\$35.00

**Table skirts will be Royal Blue**

___ 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

Qty	Description	Price before March 6	Price after
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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
___ Add'l 8' h drapes per lin. ft.	\$ 5.00	\$ 6.00

**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 10 % tax	\$ _____
Payment Enclosed	\$ _____

**CANCELLATION POLICY**

- Orders canceled prior to the advance discount date will be refunded at 100% of original price.
- \*Orders canceled after the advance discount date and before 3 days prior to exhibitor move-in will be refunded at 50% of original price.
- \*No refunds will be granted for services or equipment not used, or canceled 3 days prior to exhibitor move-in.
- \*No refunds will be granted for any services or items canceled during exhibitor move-in or show site.
- \*No refunds will be granted for any services or items after the show has ended, including items ordered and not received.

**CREDIT CARD AUTHORIZATION**

\_\_\_ MASTERCARD \_\_\_ VISA \_\_\_ AMEX \_\_\_ DISCOVER

Account# \_\_\_\_\_

Exp. Date \_\_\_/\_\_\_

Security Code: \_\_\_\_\_ Zip Code \_\_\_\_\_

Billing Address: \_\_\_\_\_

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](mailto:brooke@cds1958.com)

Fax: 601-948-3824

Please call Brooke at 601-948-4228 for assistance

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Fax ( \_\_\_\_\_ ) \_\_\_\_\_ Email: \_\_\_\_\_





**SHOW SPECIAL - CARPET  
US HYDRO 2023 CONFERENCE  
Order Deadline – March 6, 2023  
Phone Orders Not Accepted**

This order form **MUST** be returned to Convention Display Service, Inc. with payment in full including tax, by March 6, 2023 to take advantage of this carpet special.

**One 9' x 10' carpet – Gray Mist  
One 9' x 10' carpet pad**

**\$82.00  
Discount Price**

Subtotal \$ \_\_\_\_\_  
10% Sales Tax \$ \_\_\_\_\_  
Total \$ \_\_\_\_\_

**CANCELLATION / REFUND POLICY**

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- \*Orders canceled after the advance discount date and before 3 days prior to exhibitor move-in will be refunded at 50% of original price.
- \*No refunds will be granted for services or equipment not used, or canceled 3 days prior to exhibitor move-in.
- \*No refunds will be granted for any services or items canceled during exhibitor move-in or show site.
- \*No refunds will be granted for any services or items after the show has ended, including items ordered and not received.

Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_  
Booth # \_\_\_\_\_  
Signature: \_\_\_\_\_

**CREDIT CARD AUTHORIZATION**

\_\_\_ MASTERCARD \_\_\_ VISA \_\_\_ AMEX \_\_\_ DISCOVER

Account# \_\_\_\_\_

Exp. Date \_\_\_\_/\_\_\_\_

Security Code: \_\_\_\_\_ Zip Code \_\_\_\_\_

Billing Address: \_\_\_\_\_

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](mailto:brooke@cds1958.com)

Fax: 601-948-3824

Please call Brooke at 601-948-4228 for assistance



## STANDARD BOOTH CARPET

Show: US Hydro 2023 Conference  
Order Deadline: March 6, 2023  
Phone Orders Not Accepted

## DON'T FORGET TO SELECT CARPET COLOR

\_\_\_ Gray Mist \_\_\_ Black \_\_\_ Red

### CANCELLATION / REFUND POLICY

\*Orders canceled prior to the advance discount date will be refunded at 100% of original price.

\*Orders canceled after the advance discount date and before 3 days prior to exhibitor move-in will be refunded at 50% of original price

\*No refunds will be granted for services or equipment not used, or canceled 3 days prior to exhibitor move-in.

\*No refunds will be granted for any services or items canceled during exhibitor move-in or on show site.

\*No refunds will be granted for any services or items after the show has ended, including items ordered and not received.

Qty	Description	Price on/before March 6	After March 6
<b>Standard Booth Carpet – 9' Wide</b>			
___ 9' x 10' Standard Carpet		\$ 63.00	\$ 83.00
___ 9' X 20' Standard Carpet		\$126.00	\$166.00
___ 9' x 30' Standard Carpet		\$189.00	\$249.00
Over 30' in length (price per linear foot)			
___ 9' x ___' Standard Carpet		\$ 6.30'	\$ 8.30'
<b>Standard Padding</b>			
___ 9' x 10'		\$ 40.00	\$ 53.00
___ 9' x 20'		\$ 80.00	\$106.00
___ 9' x 30'		\$120.00	\$159.00
Over 30'in length (price per linear foot)			
___ 9 x ___'		\$ 4.00'	\$ 5.30'
<b>Visqueen</b>			
___ linear ft		@ \$1.35 per linear ft.	\$ ___

<i>Sub Total</i>	\$ ___
<i>Add 10 % sales tax</i>	\$ ___
<i>Payment Enclosed</i>	\$ ___

### CREDIT CARD

#### CREDIT CARD AUTHORIZATION

\_\_\_ MASTERCARD \_\_\_ VISA \_\_\_ AMEX \_\_\_ DISCOVER

Account# \_\_\_\_\_

Exp. Date \_\_\_/\_\_\_

Security Code: \_\_\_\_\_ Zip Code \_\_\_\_\_

Billing Address: \_\_\_\_\_

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](mailto:brooke@cds1958.com)

Fax: 601-948-3824

Please contact Brooke at [brooke@cds1958.com](mailto:brooke@cds1958.com) or call

601-948-4228 for assistance

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_  
Print Contact Name \_\_\_\_\_ Title \_\_\_\_\_  
Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_  
Email \_\_\_\_\_  
x Authorized Signature \_\_\_\_\_



## BOOTH CLEANING AND JANITORIAL SERVICES

**US Hydro 2023 Conference**  
ORDERS DUE BY March 6, 2023  
Phone Orders Not Accepted

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 OR**

☐ **DAILY \_\_\_\_ DAYS**

**Total # of Sq. Ft**

\_\_\_\_\_ x \$.30 Per Day

\$ \_\_\_\_\_

#### JANITORIAL

☐ **EMPTY WASTEBASKETS  
DAILY**

\_\_\_\_\_ Days @ 18.00  
Per Booth Per Day

\$ \_\_\_\_\_

#### CREDIT CARD AUTHORIZATION

\_\_\_ MASTERCARD \_\_\_ VISA \_\_\_ AMEX \_\_\_ DISCOVER

Account# \_\_\_\_\_

Exp. Date \_\_\_\_/\_\_\_\_

Security Code: \_\_\_\_\_ Zip Code \_\_\_\_\_

Billing Address: \_\_\_\_\_

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](mailto:brooke@cds1958.com)

Fax: 601-948-3824

Please contact Brooke at [brooke@cds1958.com](mailto:brooke@cds1958.com) or

**601-948-4228 for assistance**

Exhibiting Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_





**I & D Labor**  
**US Hydro 2023 Conference**  
**Order Deadline: March 6, 2023**  
**Phone orders not accepted**

**INSTALL & DISMANTLE LABOR RATES:**

**\$45.00 per hour per man - straight time**

**\$67.50 per hour per man - overtime**

One hour minimum per man. Rates quoted are based on prevailing wage scales and subject to change upon notice.  
 All labor before 8:00 AM, after 4:30 PM weekdays, at any time on Saturday, Sunday and Holidays is considered overtime.

	NO. OF MEN	DATE	TIME	APPRX. HRS	AMOUNT DUE
<b>INSTALL</b> <input type="checkbox"/> ST <input type="checkbox"/> OT					
<b>DISMANTLE</b> <input type="checkbox"/> ST <input type="checkbox"/> OT					

<input type="checkbox"/> <b>CDS SUPERVISION</b>  <b>PROCEED WITH INSTALLATION at the earliest time.</b> Exhibit will be installed on straight time whenever possible.  <input type="checkbox"/> Set up instructions are enclosed with order  <input type="checkbox"/> Set up instructions are with the exhibit  To insure an efficient and proper installation, set up instructions must be provided	<input type="checkbox"/> <b>EXHIBITOR SUPERVISION</b>  <b>DO NOT PROCEED.</b>  Exhibitor's representative will come to the Service Desk for labor at _____ <input type="checkbox"/> AM <input type="checkbox"/> PM  No labor will be dispatched directly to the booth.  Exhibitors must come to the service desk to sign out required number of men and return to the service desk upon completion of work to release labor. Starting time other than 2 PM cannot be guaranteed.
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<p align="center"><b>CREDIT CARD</b></p> <p><input type="checkbox"/> <b>MASTERCARD</b>   <input type="checkbox"/> <b>VISA</b>   <input type="checkbox"/> <b>AMEX</b>   <input type="checkbox"/> <b>DISCOVER</b></p> <p>Account # _____</p> <p>Exp. Date ____/____</p> <p>Security Code: _____</p> <p>Print Name on Card _____</p> <p>Card Holder Signature _____</p>	<p align="center"><b>Return order forms with payment to:</b></p> <p align="center"><b>Convention Display Service, Inc.</b></p> <p align="center"><b>P. O. Box 13387, Jackson, MS 39236-3387 or</b></p> <p align="center"><b>908 Larson Street, Jackson, MS 39202 or</b></p> <p align="center"><b>Email to: <a href="mailto:brooke@cds1958.com">brooke@cds1958.com</a></b></p> <p align="center"><b>Fax: 601-948-3824</b></p> <p align="center"><b>Please call Brooke at 601-948-4228 for assistance</b></p>
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Exhibiting Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_



**US Hydro 2023 Conference  
Mobile Convention Center – Mobile, AL  
March 13-16, 2023**

**SHIPPING AND MATERIAL HANDLING**

It is the responsibility of the exhibiting company to arrange all shipments to the CDS advance warehouse or the Venue.

Exhibitors should make certain that all material is properly insured against fire, theft, damage, and all hazards while in transit, to and from your booth, and for the duration of the show. While it is understood that Convention Display Service, Inc. will use its best efforts to protect the Exhibitor's property, it is not responsible for loss, theft, or damage.

**WEIGHT AND PIECE COUNT**

Material handling charges are calculated by total weight of each delivery made to receiving dock via LTL Carriers. Consolidate your shipment whenever possible. Separate shipments received by CDS will not be combined. The appropriate charge applies to each shipment that CDS receives. Shipments arriving at the same time from different carriers are considered separate shipments. Please be aware that FedEx and UPS may split shipments resulting in CDS receiving multiple shipments.

BILLED WEIGHT is based on incoming weight, whether the material handling services by Convention Display Service are used completely or in part. The weight is rounded up to the nearest one hundred pounds (100 lbs.) and is taken from the INBOUND BILL OF LADING and/or the Certified Weight Ticket. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by Convention Display Service. These weights will prevail.

THERE IS A 200 lb. MINIMUM CHARGE ON ALL SHIPMENTS OVER 50 lbs.

Shipments received without individual carrier receipts (UPS, FedEx & other small package, or specialized carriers) will be delivered to the booth without guarantee of piece count or condition. No liability will be assumed by CDS for such shipments.

**A Credit Card Must Be on File If Material Handling Services Are Required.**

**ALL SHIPMENTS MUST ARRIVE FREIGHT PREPAID. COLLECT SHIPMENTS WILL BE REFUSED.**

**CDS MATERIAL HANDLING CHARGES DO NOT INCLUDE PAYMENT OF CARRIER CHARGES**

**Outbound shipments**

Outbound shipping is not an automatic process. Outbound Bills of Lading must be completed and turned in to the CDS Service Desk. Do not leave outbound Bills of Lading in your booth. Exhibitors who wish to ship outbound materials via any carrier other than the **official show carriers (YRC and FedEx Air)** must make the outbound arrangements with their carrier. Should your carrier fail to arrive by the designated time or refuses to pick up your shipment for any reason, CDS reserves the right to re-route shipment via the official show carrier as necessary, at the exhibitor's expense.

NOTE: Any items left on the show floor will either be brought back to the CDS warehouse and additional charges will be incurred or re-routed with CDS designated carrier.



## **US HYDRO 2023 CONFERENCE– MOBILE, AL**

### **SHIPPING INFORMATION AND INSTRUCTIONS**

Material handling is the process of receiving your materials, either at the advance warehouse, delivering them to your booth, removing the empty containers for storage during the show, returning the empty containers to your booth at the close of the show, delivering your materials back to the dock and loading outbound shipping. Material handling fees are a round trip fee.

### **ADVANCE SHIPMENTS**

- Advance shipping is the recommended option, as some convention centers, hotels and facilities do not have facilities for receiving or storing freight. Items shipped to the CDS advance warehouse will be stored for 30 days prior to the show and will be delivered to the exhibit hall and your booth by the CDS team.
- The advance warehouse will begin receiving shipments on Friday, February 1, 2023
- All advance shipments must arrive by Monday, Monday, March 6, 2023.
- Receiving hours are 8:00 am until 4:00 pm, Monday through Friday. Shipments are not received on weekends or holidays.
- All shipments must be prepaid. Collect shipments will be refused by CDS
- Shipments received without receipts, bills of lading, freight bills or specified unit counts on the receipts, bills of lading or freight bills from carriers will be delivered to the exhibitor's booth without guarantee of piece count or condition. Material handling and additional charges may apply.
- Small packages – Cartons, envelopes, etc. under 50 lbs., received in a SINGLE shipment- will be charged \$30.00 for the first piece and \$12.00 for each additional piece in the same shipment.
- Pricing is based on weight of shipment received. If no weight ticket or inaccurate weight tickets are indicated on the delivery documents presented, CDS reserves the right to estimate, and charges shall be based on the estimates. The estimated weight shall be final and binding if actual scale weight figures are not submitted prior to the close of the show.

### **ADVANCE SHIPPING STEPS**

- ✓ Remove all old shipping and empty storage labels.
- ✓ Print new advance shipping labels and affix to your items
- ✓ Complete a bill of lading or freight bill showing number of pieces, weight and type and affix to your items.
- ✓ Confirm your target shipping dates, shipping addresses, material handling charges, policies, etc.
- ✓ Order material handling service with CDS
- ✓ Arrange shipping with your carrier
- ✓ Provide your carrier explicit information as to where and when to check in, where to deliver, etc.
- ✓ Delivery and pick up times are often out of range of the "normal" delivery hours, make sure your carrier is committed to meeting your target dates and times.
- ✓ While making advance shipping plans to the show, remember to also plan for the return shipment.
- ✓ Make sure the following pertinent shipping information is given to your company representative who will be at the show site: Carrier name, carrier phone number, items shipped, tracking number of shipment and a weekend contact for the carrier, along with the contact information of the person who scheduled the shipping arrangements



## **US HYDRO 2023 CONFERENCE – MOBILE, AL**

### **SHIPPING INFORMATION AND INSTRUCTIONS**

#### **DIRECT TO SITE SHIPMENTS**

- All shipments shipped direct to show site **MUST ARRIVE NO EARLIER THAN MONDAY, MARCH 13, 2023**
- Any shipments arriving prior to March 13, 2023 may be refused.
- As an exhibitor, it is your responsibility to instruct your carrier of the proper date for direct to show site deliveries.
- CDS will not be responsible for refused or delayed shipments resulting from attempted deliveries to show site prior to March 13, 2023. Shipments signed for by the facility staff may be turned over to CDS for distribution. If so, exhibitors will be charged a material handling fee accordingly.
- CDS is not responsible for any shipments sent direct to show site, unless otherwise contracted to accept the freight on an exhibitor's behalf. In this event, a credit card must be placed on file and material handling charges will be applied to the credit card.
- Please note that when choosing direct to show site shipping, your items are not guaranteed to be in your booth upon your arrival. Your shipment will arrive to your booth when your carrier arrives and delivers it to your booth, or you retrieve it from the carrier. CDS is not involved in direct to show site shipping in any way, unless contracted.
- If CDS is required by the facility to accept any show site deliveries or a carrier is unable to locate an exhibitor for a signature, CDS will accept the shipments and exhibitors will be charged a material handling fee accordingly. A credit card will need to be placed on file prior to CDS placing the items in an exhibitor's booth.

#### **DIRECT TO SITE SHIPPING STEPS**

- ✓ Remove all old shipping and empty storage labels.
- ✓ Print new advance shipping labels and affix to your items
- ✓ Complete a bill of lading or freight bill showing number of pieces, weight and type and affix to your items.
- ✓ Confirm your target shipping dates, shipping addresses, material handling charges, policies, etc.
- ✓ Order material handling service with CDS
- ✓ Arrange shipping with your carrier
- ✓ Provide your carrier explicit information as to where and when to check in, where to deliver, etc.
- ✓ Delivery times are often out of range of the "normal" delivery hours, make sure your carrier is committed to meeting your target dates and times.
- ✓ Make sure the following pertinent shipping information is given to your company representative who will be at the show site: Carrier name, carrier phone number, items shipped, tracking number of shipment and a weekend contact for the carrier, along with the contact information of the person who scheduled the shipping arrangements



## US HYDRO 2023 CONFERENCE – MOBILE, AL

### OUTBOUND SHIPPING

#### **Outbound shipping is not an automatic process. Please read!**

- Remove all old shipping and "empty" labels. If you are unable to remove the inbound labels, mark through the old address with a marker or pen. Be certain each piece is labeled with the NEW DESTINATION ADDRESS.
- It is your responsibility to make certain that your shipments are re-packed, labeled and properly executed shipping documents are tendered to CDS before departing show floor.
- If you have multiple items to be shipped, group the portions together so a stray piece will not be overlooked.
- Consistent with trade show industry practices, there may be a lapse of time between your departure time and the actual pick up of your materials. During this time, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials. If you prefer, you may leave your packed materials in your booth unattended, with the understanding that CDS is not responsible for any lost, stolen, or damaged materials.
- If freight is left unattended, without documentation, on the dock or on the show floor, CDS will count & ship pieces as found when loading out. There will be a material handling charge.
- A bill of lading, freight bill or air bill is required on ALL outbound shipments, regardless of carrier and is mandatory for CDS to release your materials to your specific carrier at the close of the show.
- After your materials are packed, labeled and ready to be shipped, return the completed bill of lading, material handling, return shipping forms, along with the Credit Card Authorization to the CDS Service Desk.  
DO NOT LEAVE OUTBOUND BILLS OF LADING IN YOUR BOOTH.
- **The preferred show carriers are YRC and FedEx Air.** CDS can make outbound arrangements with YRC and FedEx Air only! Exhibitors must provide their account numbers and billing information for CDS to schedule arrangements. CDS is not responsible for carrier charges.
- Exhibitors who wish to ship outbound materials via any carrier other than the official show carriers **MUST** call them to arrange on-site pick up. Be advised that most carriers will not come the day they are called. Plan ahead!
- If using an alternate carrier, please provide CDS with shipping documents and/or labels as well as the CDS return shipping form for documentation.
- Shipments without paperwork turned in to CDS will be forced onto another carrier at Exhibitor's expense.
- All carriers must arrive at the Mobile Convention Center for outbound shipment pick up by 6:30 pm on Thursday, March 16, 2023.
- If a carrier fails to arrive by 7:00 pm on March 16, 2023, CDS reserves the right to clear the floor and re-route shipments via one of the show carriers at the exhibitor's expense. CDS assumes no liability for such removal or re-routing. NO shipments will be left on the show floor.
- All pallets and crates **MUST** be picked up from the Mobile Convention Center on March 16, 2023..
- Small cartons, packages and cases being shipped UPS or FedEx will be returned to the CDS warehouse in Jackson, MS for outbound processing to begin on Monday, March 20, 2023.
- There will be a material handling charge from CDS if freight is taken to the dock by CDS or loaded by CDS.





## SHIPPING & MATERIAL HANDLING INFORMATION

### US HYDRO 2023 CONFERENCE

Convention Display Service, Inc. is the official drayage/material handling contractor for this event. Please read all information contained in this section carefully so there will be no last-minute confusion regarding your shipment.

### SHIPPING ADDRESSES

CDS will receive containerized, non-hazardous, non-perishable materials at the following address 30 days prior to show. Non-containerized shipments, loose materials and local deliveries will be accepted at the show site only.

#### ADVANCE RECEIVING

Exhibiting Firm Name  
US Hydro Booth #  
c/o CDS at YRC  
1111 Virginia Street  
Mobile, AL 36604

Receiving hours are 8:00 AM TO 4:00 PM, Monday – Friday, Closed Saturday & Sunday

SHIPMENTS WILL BE ACCEPTED AT THE ADVANCE WAREHOUSE ADDRESS BETWEEN  
FEBRUARY 1, 2023 AND MARCH 6, 2023

If you cannot meet this shipping schedule, please contact Brooke at 601-948-4228 or [brooke@cds1958.com](mailto:brooke@cds1958.com). Exhibitors will be charged by CDS accordingly.

#### DIRECT TO SITE

Exhibiting Firm Name  
GSHE Booth #  
c/o Mobile Convention Center  
1 South Water Street  
Mobile, AL 36602

SHIPMENTS WILL NOT BE ACCEPTED ON-SITE UNTIL MONDAY, MARCH 13, 2023

CDS will not be responsible for refused or delayed shipments resulting from attempted deliveries to show site prior to this date. Shipments signed for by facility personnel may be turned over to CDS distribution. Exhibitors will be charged by CDS accordingly.

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ALL SHIPMENTS MUST ARRIVE FREIGHT PREPAID. COLLECT SHIPMENTS WILL BE REFUSED.  
CDS MATERIAL HANDLING CHARGES DO NOT INCLUDE PREPAID CARRIER CHARGES

- Shipments received without individual carrier receipts or bills of lading (UPS, FedEx, Airborne, Etc) will be delivered to the booth without guarantee of piece count or condition. No liability will be assumed by CDS for such shipments.
- Exhibitors Should Make Certain That All Material Is Properly Insured Against Fire, Theft, Damage And All Hazards While In Transit, To And From Your Booth, And For The Duration Of The Show. While It Is Understood That Convention Display Service, Inc. Will Use Its Best Efforts To Protect The Exhibitor's Property, It Is Not Responsible For Loss, Theft Or Damage.

## ADVANCE WAREHOUSE SHIPPING LABEL

ALL INBOUND SHIPMENTS MUST INCLUDE THIS LABEL ON ALL PACKAGES. MAKE COPIES FOR ADDITIONAL LABELS

Schedule your shipments to arrive at this location between  
February 1, 2023 and March 6, 2023

TO: \_\_\_\_\_  
(Your Company Name)

US Hydro 2023 Conference  
c/o CDS at YRC  
1111 Virginia Street  
Mobile, AL 36604

BOOTH NUMBER: \_\_\_\_\_

PIECE \_\_\_\_\_ OF \_\_\_\_\_

(Please number each piece)

## ADVANCE WAREHOUSE SHIPPING LABEL

ALL INBOUND SHIPMENTS MUST INCLUDE THIS LABEL ON ALL PACKAGES. MAKE COPIES FOR ADDITIONAL LABELS

Schedule your shipments to arrive at this location between  
February 1, 2023 and March 6, 2023

TO: \_\_\_\_\_  
(Your Company Name)

US Hydro 2023 Conference  
c/o CDS at YRC  
1111 Virginia Street  
Mobile, AL 36604

BOOTH NUMBER: \_\_\_\_\_

PIECE \_\_\_\_\_ OF \_\_\_\_\_

(Please number each piece)

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(Your Company Name)

US Hydro 2023 Conference  
c/o CDS at YRC  
1111 Virginia Street  
Mobile, AL 36604

BOOTH NUMBER: \_\_\_\_\_

PIECE \_\_\_\_\_ OF \_\_\_\_\_

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TO: \_\_\_\_\_  
(Your Company Name)

US Hydro 2023 Conference  
c/o CDS at YRC  
1111 Virginia Street  
Mobile, AL 36604

BOOTH NUMBER: \_\_\_\_\_

PIECE \_\_\_\_\_ OF \_\_\_\_\_

(Please number each piece)

**DIRECT TO SHOW SITE SHIPPING LABEL**

Shipments accepted at this location on or after:  
Monday, March 13, 2023

TO: \_\_\_\_\_  
(Your Company Name)

US Hydro 2023 Conference  
c/o Mobile Convention Center  
1 South Water Street  
Mobile, AL 36602

BOOTH NUMBER : \_\_\_\_\_

PIECE \_\_\_\_\_ OF \_\_\_\_\_

(Please number each piece)

Any shipments accepted, signed for or placed in booth by  
CDS employees will incur material handling charges

**DIRECT TO SHOW SITE SHIPPING LABEL**

Shipments accepted at this location on or after:  
Monday, March 13, 2023

TO: \_\_\_\_\_  
(Your Company Name)

US Hydro 2023 Conference  
c/o Mobile Convention Center  
1 South Water Street  
Mobile, AL 36602

BOOTH NUMBER : \_\_\_\_\_

PIECE \_\_\_\_\_ OF \_\_\_\_\_

(Please number each piece)

Any shipments accepted, signed for or placed in booth by  
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BOOTH NUMBER : \_\_\_\_\_

PIECE \_\_\_\_\_ OF \_\_\_\_\_

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TO: \_\_\_\_\_  
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c/o Mobile Convention Center  
1 South Water Street  
Mobile, AL 36602

BOOTH NUMBER : \_\_\_\_\_

PIECE \_\_\_\_\_ OF \_\_\_\_\_

(Please number each piece)

Any shipments accepted, signed for or placed in booth by  
CDS employees will incur material handling charges



## MATERIAL HANDLING RATE SCHEDULE US HYDRO 2023 CONFERENCE

RATES APPLY TO EACH 100 LBS OR FRACTION THEREOF. EACH DELIVERY IS CONSIDERED SEPARATELY. NO CUMULATIVE WEIGHTS WILL BE ALLOWED ON MINIMUMS, SPLIT SHIPMENTS, ETC.	<ul style="list-style-type: none"> <li><b>ALL SHIPMENTS MUST ARRIVE PREPAID. COLLECT SHIPMENTS WILL BE REFUSED.</b></li> <li><b>RATES DO NOT INCLUDE PAYMENT OF CARRIER CHARGES</b></li> </ul>
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CHARGES INCLUDE THE FOLLOWING SERVICES	MATERIAL HANDLING FEES
<ul style="list-style-type: none"> <li>* 1. Receive &amp; store <b>crated, boxed, or skidded shipments</b> (30 days free storage prior to exhibitor move-in)</li> <li>* 2. Handling to Exhibit Hall</li> <li>* 3. Charges from dock to exhibitor's space, empty crate removal and return, and loading out on carrier are all included in rate</li> <li>* Uncrated or loose materials and local deliveries will be accepted at the show site only.</li> </ul>	<ul style="list-style-type: none"> <li>\$100.00 Minimum Charge      51 lbs. to 200 lbs.</li> <li>\$50.00 CWT per hundred weight      201 lbs. and over</li> </ul> <p><u>Small packages:</u> = Maximum weight per piece, per delivery is 50 lbs.</p> <ul style="list-style-type: none"> <li>First small package      1 lb. – 50 lbs.      \$30.00</li> <li>Each additional package in shipment      1 lb. – 50 lbs.      \$12.00 each</li> </ul> <p>Cartons, envelopes, or other containers received without documentation via specialized carriers (UPS, FedEx, etc.) will be delivered without guarantee of piece count or condition.</p> <p>Shipments received via specialized carriers not falling into the small package category will be subject to CWT rates.</p>

It is understood that your calculations are an estimate and invoicing will be done from the actual weight / piece count.  
Adjustments will be made accordingly

\_\_\_ LBS PER CWT X \$50.00 = Material Handling Charge (201 lbs. and over) = \$ \_\_\_\_\_

\$100.00 Minimum Charge - single shipment of 51 lbs. to 200 lbs.

= \$ \_\_\_\_\_

Small Package – Maximum weight per piece, per delivery is 50 lbs.

First small package is \$30.00      each additional small package in shipment is \$12.00 each

Total = \$ \_\_\_\_\_

### CREDIT CARD AUTHORIZATION

\_\_\_ MASTERCARD    \_\_\_ VISA    \_\_\_ AMEX    \_\_\_ DISCOVER

Account# \_\_\_\_\_

Exp. Date \_\_\_/\_\_\_/\_\_\_

Security Code: \_\_\_\_\_ Zip Code \_\_\_\_\_

Billing Address: \_\_\_\_\_

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](mailto:brooke@cds1958.com)

Fax: 601-948-3824

Please contact Brooke at [brooke@cds1958.com](mailto:brooke@cds1958.com)

or 601-948-4228 for assistance

Exhibiting Company Name: \_\_\_\_\_

Print Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail \_\_\_\_\_

Signature \_\_\_\_\_



**RETURN SHIPPING FORM  
US HYDRO 2023 CONFERENCE**

THIS FORM IS FOR VERIFICATION PURPOSES ONLY AND DOES NOT CONSTITUTE ANY RESPONSIBILITY ON THE PART OF CDS PERSONNEL FOR THE COMPLETION OF YOUR SHIPPING DOCUMENTS.

SHIP TO: COMPANY NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

BILL TO: COMPANY NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

MY SHIPMENT MUST ARRIVE AT THE ABOVE SHIP TO ADDRESS NO LATER THAN: \_\_\_\_\_

Please allow for adequate shipping time when selecting carrier. CDS will expedite shipments to the best of our ability, however CDS is not responsible for delay of rush shipments. FAILURE TO CONFIRM FINANCIAL ARRANGEMENTS FOR CDS MATERIAL HANDLING SERVICES IN ADVANCE MAY RESULT IN SHIPPING DELAYS

**PLEASE INDICATE YOUR OUTBOUND SERVICE PROVIDER BELOW:**

Exhibiting Firms Are Responsible For Making Sure That Shipments Are Re-Packed, Labeled And That Properly Executed Shipping Documents Are Tendered To Convention Display Service Before Departing The Show Floor.

☐ YRC FREIGHT SYSTEM YRC Account # \_\_\_\_\_

☐ FEDEX AIR FedEx Acct. # \_\_\_\_\_

☐ OTHER CARRIER (please name) \_\_\_\_\_

CDS will make outbound arrangements with YRC Freight and FedEx Air only! Exhibiting Companies must make their own outbound arrangements with any other carrier.

Carriers must be on site for pick up by 6:30 pm on Thursday, March 16, 2023.

Convention Display Service, Inc. will not release shipments to any carrier unless properly executed shipping documents have been presented to the Convention Display Service freight desk

- All Pallets and Crates MUST be picked up from the show site.
- Small cartons, packages and cases being shipped via FedEx or UPS will be returned to the CDS warehouse in Jackson, MS for outbound processing to begin Monday, March 20, 2023

There will be a material handling charge from CDS if freight is taken to the dock by CDS, or loaded by CDS. If freight is left unattended on the dock or on the show floor, CDS will count & ship pieces as found when loading out. There will be a material handling charge.

CONVENTION DISPLAY SERVICE, INC. DOES NOT PREPAY OUTBOUND CARRIER CHARGES

CONVENTION DISPLAY SERVICE, INC. RESERVES THE RIGHT TO RE-ROUTE ANY SHIPMENT IF A DESIGNATED CARRIER FAILS TO CHECK IN WITH THE FREIGHT DESK BY 7:00 pm on Thursday, March 16, 2023. Convention Display Service, Inc. assumes no liability as a result of such re-routing or handling. The exhibiting firm will be charged accordingly. Convention Display Service, Inc. is not responsible for shipments left in booth by exhibitor.

**Return To: CONVENTION DISPLAY SERVICE, INC., P. O. Box 13387, JACKSON, MS 39236-3387 or  
908 LARSON STREET, JACKSON, MS 39202 / FAX: 601-948-3824 - brooke@cds1958.com**

Company Name \_\_\_\_\_ Booth# \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_  
x Authorized Signature \_\_\_\_\_ E-Mail: \_\_\_\_\_



**ARTHUR R. OUTLAW  
MOBILE CONVENTION  
CENTER**

**EXHIBITOR KIT**

***US Hydro 2023  
March 13-16, 2023***

## General Show Information

<b>Show Dates</b>	<b>Monday, March 13, 2023 - Thursday, March 16, 2023</b>
<b>Show Location</b>	Arthur R. Outlaw Mobile Convention Center 1 South Water Street Mobile, Alabama 36602 (251) 208-2100 Phone
<b>Exhibit Booths</b>	<b>Mobile Convention Center</b>
<b>Exhibitor Service Desk</b>	An Exhibitor Service Desk will be set up on the Exhibit Hall of the Convention Center. Any exhibitor needing to order additional services, such as power, can do so at the Exhibitor Service Desk. To avoid floor prices, please order your services prior to your load-in day through our website.
<b>Move-In Hours</b>	<b>Monday, March 13, 2023</b> <b>2:00pm-5:00pm</b>
<b>Move-Out Hours</b>	<b>Thursday, March 16, 2023</b> <b>4:00pm-6:00pm</b>

## EXHIBITOR SERVICES

All booths are supplied by CDS with one 6' skirted table, 2 chairs, and one wastebasket.

- **Electrical Services**  
The Arthur R. Outlaw Mobile Convention Center serves as its own electrical services contractor. Rates and service features are outlined on the website. All electrical equipment must be Underwriter Laboratory approved. All electrical equipment, phone instruments and phone lines are the property of the Arthur R. Outlaw Mobile Convention Center.
- **Wireless Internet Service**  
Service Single Day internet access is available. For additional internet service including hard wire internet, please contact JMF solutions at 877-404-4717 prior to your arrival, to set up service.
- **CDS – Convention Display Service**  
PO Box 13387  
Jackson, MS 39236  
601-948-4228

LOCATE ALL FORMS AT [www.mobileconventions.com](http://www.mobileconventions.com)

## **RULES AND REQUIREMENTS**

### **Vehicle Unloading and Parking**

An exhibitor may unload vehicles by utilizing the Service Drive. There will be uniformed attendants to direct you for off-loading. The Garage should only be used for **small equipment that does not require a flatbed cart to transport**. Parking at the Convention Center is **\$10.00 per vehicle, per day**. All exhibitors will be allowed in and out privileges (based on availability) when the parking booth is manned. Please be aware that there may be a train as the building is on the other side of a train track.

### **Beverages and Food Items**

No food or beverages may be brought into the Arthur R. Outlaw Convention Center. Any food sampling **must** be a direct component of your business, and must be approved prior to show start. Please contact your Show Manager to obtain a Food Sampling Form.

### **Booth Exhibitor Restrictions**

1. Height: Nothing can be displayed higher than the 8' backdrop drape, without prior approval.
2. Overhead: No canopies or tents of any kind are permitted in booth areas.
3. Balloons are not permitted in the Exhibit Hall.

### **Construction and Placement of Signs and Banners**

All exhibit signs must be freestanding or floor-type signs. No signs, banners, plaques, pennants, etc. can be hung from the ceiling, walls or perimeter drapes. All signs must be professionally manufactured and have a finished surface on all edges and sides. Signs cannot block the view of other exhibitors.

### **Fire Regulations**

Exhibitors must comply with all federal, state, and local fire codes which apply to places of public assembly, in particular Mobile, AL is under the International Fire Code 2012. All curtains, bunting, draping, etc., of any kind must be flameproof. Special care should be taken not to block or obstruct any fire hose or fire extinguisher cabinets, fire pull boxes or entrances and exits within the Mobile Convention Center.

### **Licensing**

All exhibitors must be licensed to do business in the State of Alabama and have a current sales tax number for any direct selling from the Show Floor.

### **Liability**

Each exhibitor is entirely responsible for the space allotted him through his contract. Each exhibitor agrees to reimburse the Arthur R. Outlaw Convention Center for any damage to the floors, ceilings or walls within his contracted area. Decorations, signs, banners and streamers may not be attached, taped, nailed or otherwise fastened to any ceiling, window, painted surface or wall of the Arthur R. Outlaw Convention Center. Any special decorations or signs must be approved by the Arthur R. Outlaw Convention Center Management as to location and method of installation. Under NO circumstances are helium balloons or adhesive-back decals to be given away or permitted to be used in the Arthur R. Outlaw Convention Center. Any cost incurred by the Arthur R. Outlaw Convention Center for the use or removal of these items will be charged to the exhibitor. The Arthur R. Outlaw Convention Center assumes no liability or responsibility for any loss or theft. Therefore, it is the exhibitor's responsibility to provide their own insurance coverage for vehicles, exhibits, materials and so forth.

### **No Smoking Policy**

The Arthur R. Outlaw Convention Center is a non-smoking facility, except in designated areas. Please refrain from smoking in the Arthur R. Outlaw Convention Center, other than in those posted areas where smoking is permitted.