



**Exhibitor Service Manual
AWG Memphis
August 26, 2021
AgriCenter**

AWG Memphis

August 26, 2021

AgriCenter

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' X 10' inline booth will consist of:

(1) 6' Skirted table

2 Chairs

1 Waste basket w/liner

1 Vendor ID Sign

Flooring: Concrete

Show Colors: Red, Green, White & Gold

Theme: Back Home for the Holidays

Provided by Show Management.

INSTALLATION:

Exhibitors may begin set-up:

Wednesday August 25, 2021 8am-5pm

All exhibits must be set by:

Wednesday August 25, 2021 at 5pm

SHOW HOURS:

Thursday August 26, 2021 8am-3pm

DISMANTLE:

Dismantle of exhibits may begin:

Thursday August 26, 2021 at 3pm

All exhibit materials must be cleared from the facility by:

Thursday August 26, 2021 at 8pm

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

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 **July 26, 2021 to** the warehouse address below. Any shipment received after **August 12, 2021** will be charged a 25% late surcharge. Shipments arriving after **August 19, 2021** will be refused.

Warehouse shipping address:

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

Show: AWG Memphis

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 **August 24, 2021** 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: AWG Memphis

Exhibiting Company Name _____

Booth # _____

**C/O Hicks Convention Services
AgriCenter
7777 Walnut Grove
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 @ (901) 272-1171
You may also Email :jennifer@hicksconventions.com



AWG Memphis
August 26, 2021
AgriCenter

Discount Price Deadline: August 12, 2021

RETURN VIA FAX: 901-272-9491
Or Email: jennifer@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:

Street Address:

City:

State:

Zip:

Authorized Person
(please print):

Title:

Signature:

Phone:

Fax:



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Or Email: jennifer@hicksconventions.com

**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 _____

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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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RETURN VIA FAX: 901-272-9491

Or Email:

jennifer@hicksconventions.com

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	
	30"x30" Cocktail table w/linen	\$50.00	\$60.00	
	30"x42" Bistro table w/linen	\$60.00	\$70.00	
	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	
	Tack board 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: \$ _____ + 9.75% _____ =Amt. due _____

Company Name _____ Booth# _____

Address _____

City _____ State _____ Zip _____

Authorized by (please print or type) _____

Telephone _____ Fax _____

Signature _____ Title _____

► 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



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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 **Black Red Blue Grey Burgundy Teal Plum**

Selected, Hicks will do so at no risk.

Carpet **PADDING**

Comfort Carpet Padding per sq. ft. \$1.25

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Plastic covering, per sq. ft. \$2.00

PLEASE PRINT CLEARLY OR TYPE:

Company Name _____ Booth # _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

Authorized by _____ Title _____

Signature _____



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EXHIBIT SHIPPING INFORMATION & DRAYAGE RATE SCHEDULE

Ship Prepaid Only -Collect Shipments will be Refused

ANY ADVANCE SHIPMENTS RECEIVED AFTER **August 19, 2021** 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.

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 offloading 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: AWG Memphis
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.

Exhibitors should label and consign shipments as follows:

Your company name: _____

Your booth#: _____

**Show: AWG Memphis
C/O: Hicks Convention Services
AgriCenter
7777 Walnut Grove
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 **August 12, 2021** 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.

EXHIBITOR MATERIALS

From (Shipper): _____

To: _____
(Exhibitor Name)

Show: AWG Memphis
C/O Hicks Convention Services
935 Rayner St.
Memphis, TN 38114

ADVANCE FREIGHT MUST BE DELIVERED BY:
August 12, 2021

Booth # (optional): _____

No. _____ of _____ pieces

A
D
V
A
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C
E

EXHIBITOR MATERIALS

From (Shipper): _____

To: _____
(Exhibitor Name)

Show: AWG Memphis
C/O Hicks Convention Services
935 Rayner St.
Memphis, TN 38114

ADVANCE FREIGHT MUST BE DELIVERED BY:
August 12, 2021

Booth # (optional): _____

No. _____ of _____ pieces

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EXHIBITOR MATERIALS

From (Shipper): _____

To: _____
(Exhibitor Name)

Show: AWG Memphis
C/O Hicks Convention Services

Location: AgriCenter
7777 Walnut Grove
Memphis, TN 38120

WE WILL START ACCEPTING SHOW SITE FREIGHT ON:
August 23, 2021

Booth # (optional): _____

No. _____ of _____ pieces

EXHIBITOR MATERIALS

From (Shipper): _____

To: _____
(Exhibitor Name)

Show: AWG Memphis
C/O Hicks Convention Services

Location: AgriCenter
7777 Walnut Grove
Memphis, TN 38120

WE WILL START ACCEPTING SHOW SITE FREIGHT ON:
August 23, 2021

Booth # (optional): _____

No. _____ of _____ pieces